501 PR342: Processing Requisitions

Instructor Led Training

Rev 09/27/2016

Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

This course provides information on the Requisition process in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.

Course Objectives

After completing this course, you will be able to:

- Identify requisition concepts, processes, integration and interfaces.
- Create and submit a requisition in the Purchasing and the eProcurement modules.
- Maintain a requisition in the Purchasing and the eProcurement modules.
- Use key reports and online inquires used with processing requisitions.

Course Topics

This course includes the following topics:

- Lesson 1: Understanding Requisitions
- Lesson 2: Creating a Regular Requisition
- Lesson 3: Creating an eProcurement Requisition
- Lesson 4: Maintaining a Requisition
- Lesson 5: Reports and Online Inquiries
- Lesson 6: Processing Requisitions Hands-On Practice

Lesson 1: Understanding Requisitions

This lesson covers the following topics:

- Procurement Overview
- Key Concepts
- Requisition Basics
- Requisition Process
- Integration within Procurement
- Requisition Vendors
- Interfaces with WebIMS and FleetFocus M5

Procurement Overview

The Procurement functional area of Cardinal includes four modules.

Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders (PO), receipts, procurement card (PCard), and Integrated Supply Services Program (ISSP) transactions.

eProcurement

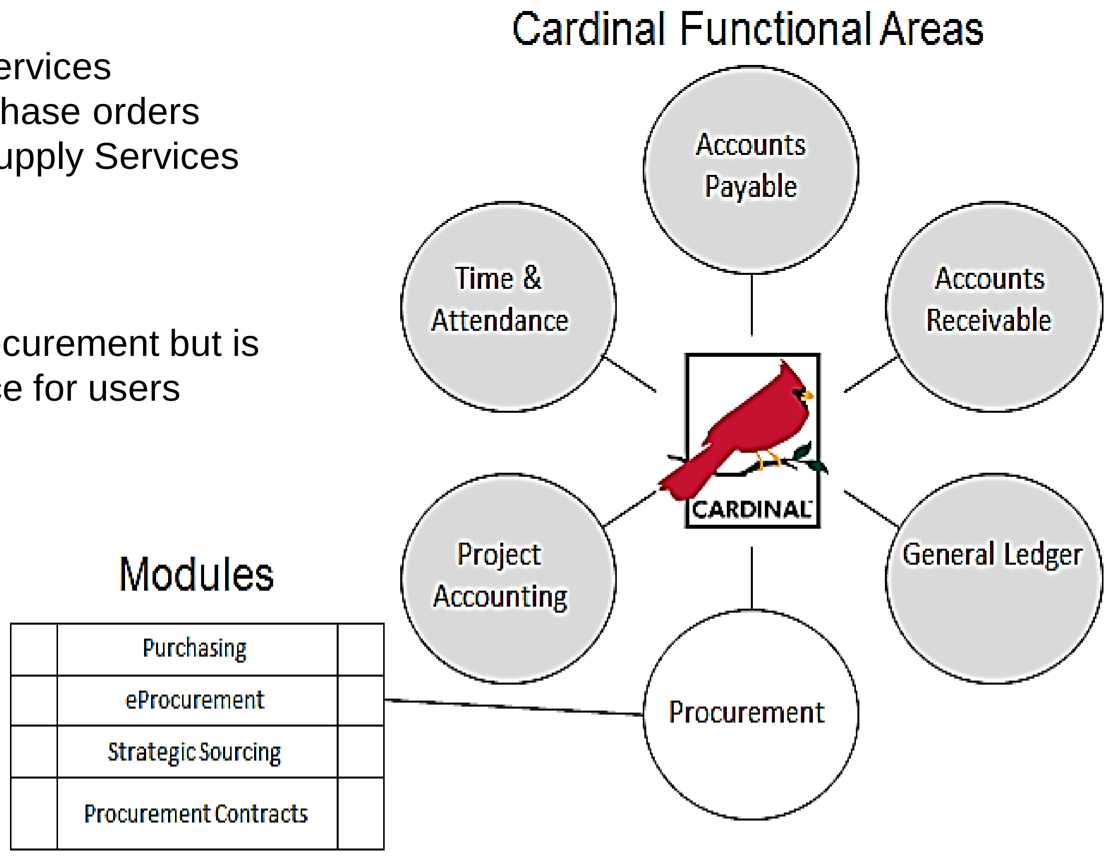
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

Strategic Sourcing

The Strategic Sourcing module allows users to create and award bids / proposals to purchase orders or contracts.

Procurement Contracts

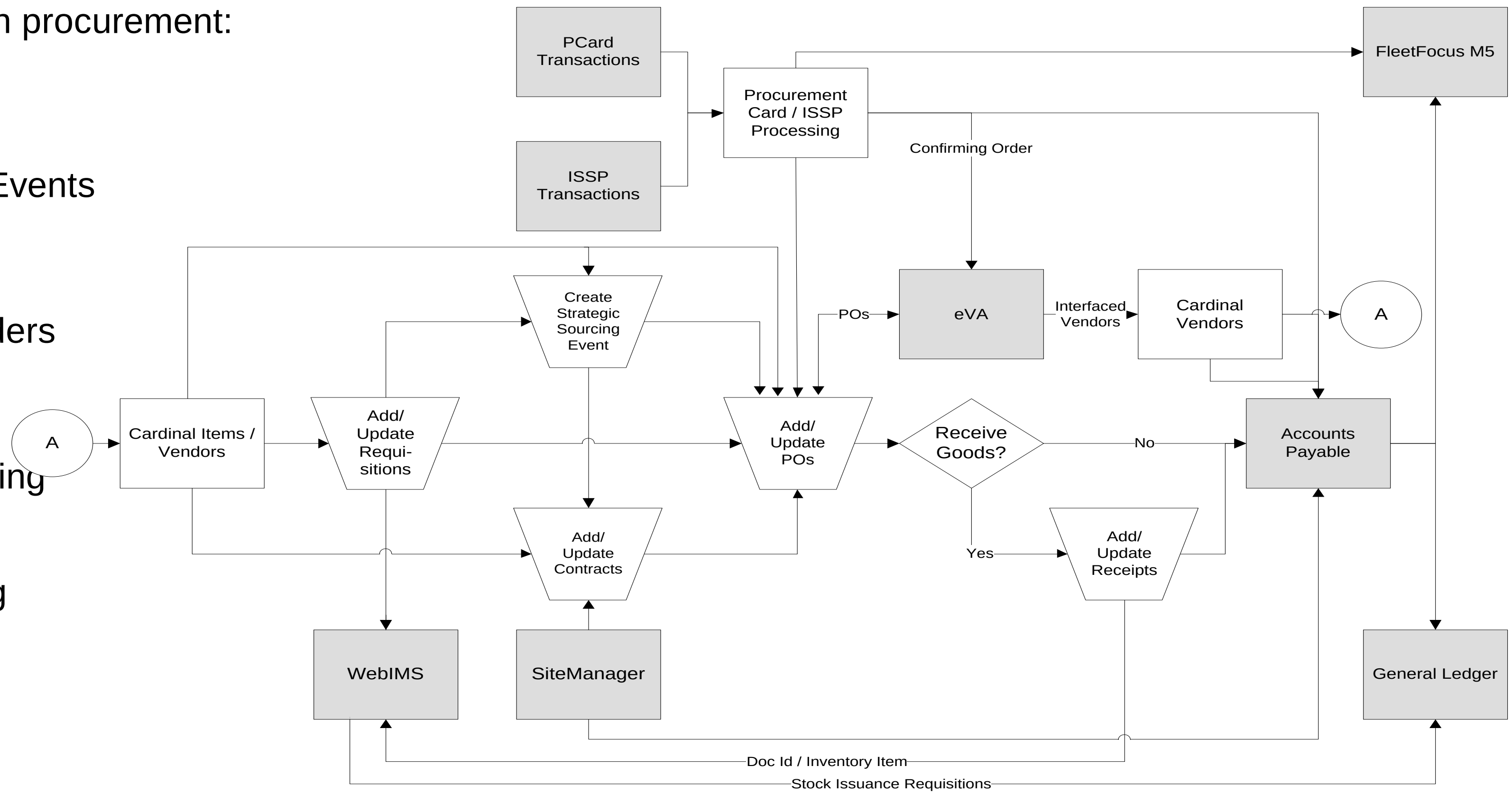
The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.



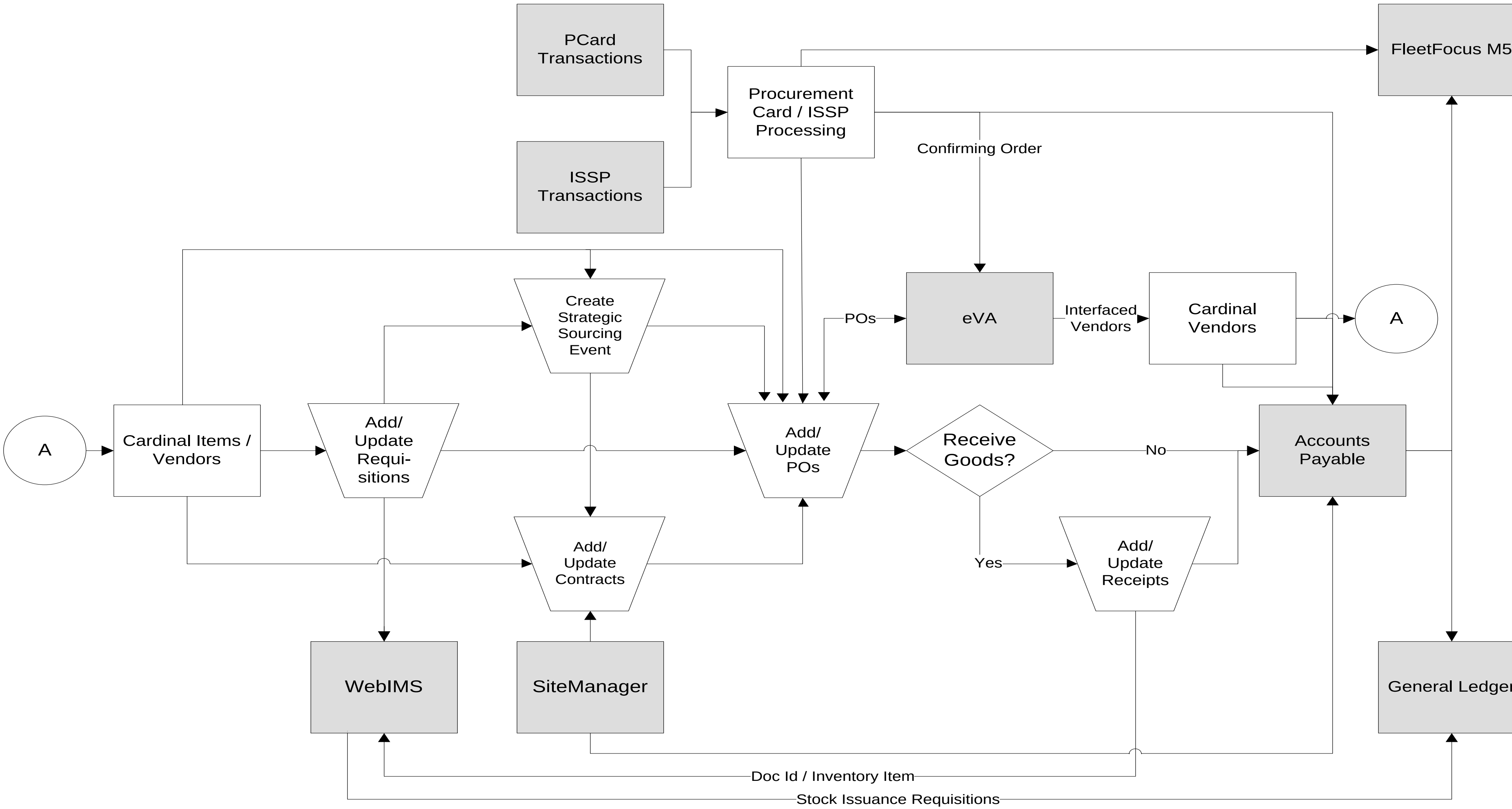
Procurement Overview

There are seven key processes in procurement:

- Add / Update Requisitions
- Create Strategic Sourcing Events
- Add / Update Contracts
- Add / Update Purchase Orders
- Add / Update Receipts
- Procurement Card Processing
- Integrated Supply Services Program (ISSP) Processing



Procurement Overview



Key Concepts

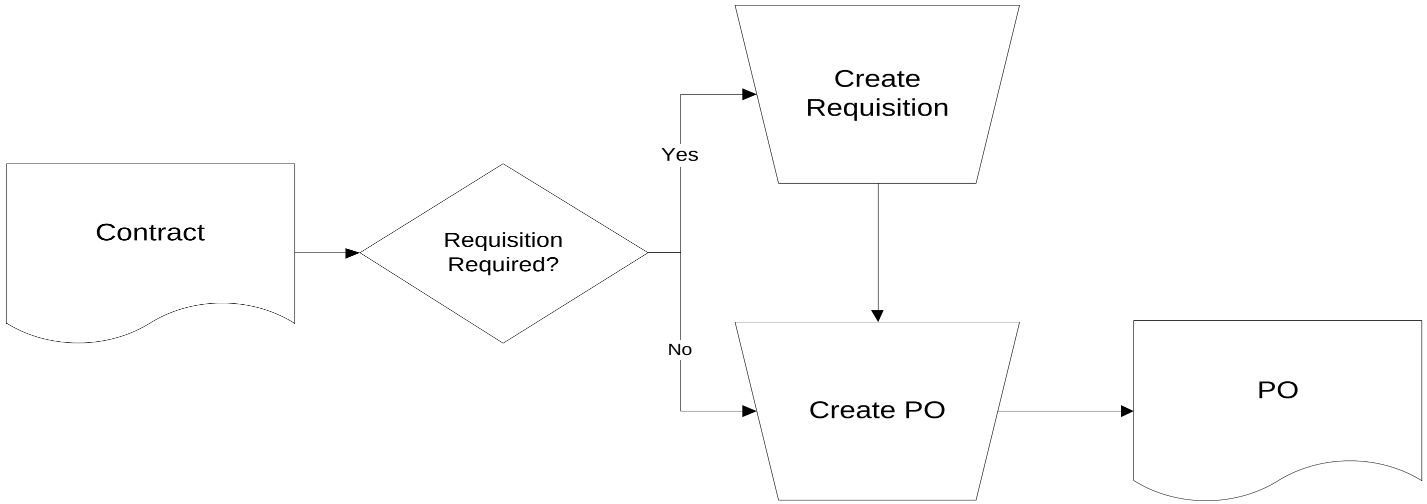
Key concepts include:

- A requisition is a request for goods and/or services. Requisitions are used to identify and quantify the need for a good or service and document the approval. Once approved, a requisition is sourced to a purchase order (PO) or a sourcing event - Invitation for Bid (IFB) or Request for Proposal (RFP).
- A requisition may be created using either the Purchasing or eProcurement module. However, eProcurement requisitions are not used for IMS restock or issuances.
- Cardinal users share a centralized vendor database maintained by the Commonwealth Vendor Group (CVG).   A vendor must be recorded in the statewide vendor database before you can use them on a Cardinal transaction (e.g., requisition, purchase order, sourcing event, voucher, payment)
- eVA is the source of procurement vendor information in Cardinal. Procurement vendors are interfaced from eVA to Cardinal via a nightly interface. Non-procurement vendors, also known as fiscal vendors, are created directly in Cardinal by CVG.

Requisition Basics

Requisition Basics:

- Any user can create a requisition. However, only a Buyer can create a purchase order or a sourcing event for the requisition. POs and sourcing events commit the agency to procuring the goods and/or services.
- Purchases in Cardinal must have a PO, but not all POs need a requisition. If a good or a service is already on contract, a requisition is not generally required. You can create a PO against the contract and avoid additional steps.
- Inventory issue and restock transactions must be done using a requisition in the Purchasing module. The data from the requisition is loaded in WebIMS to track inventory quantities.



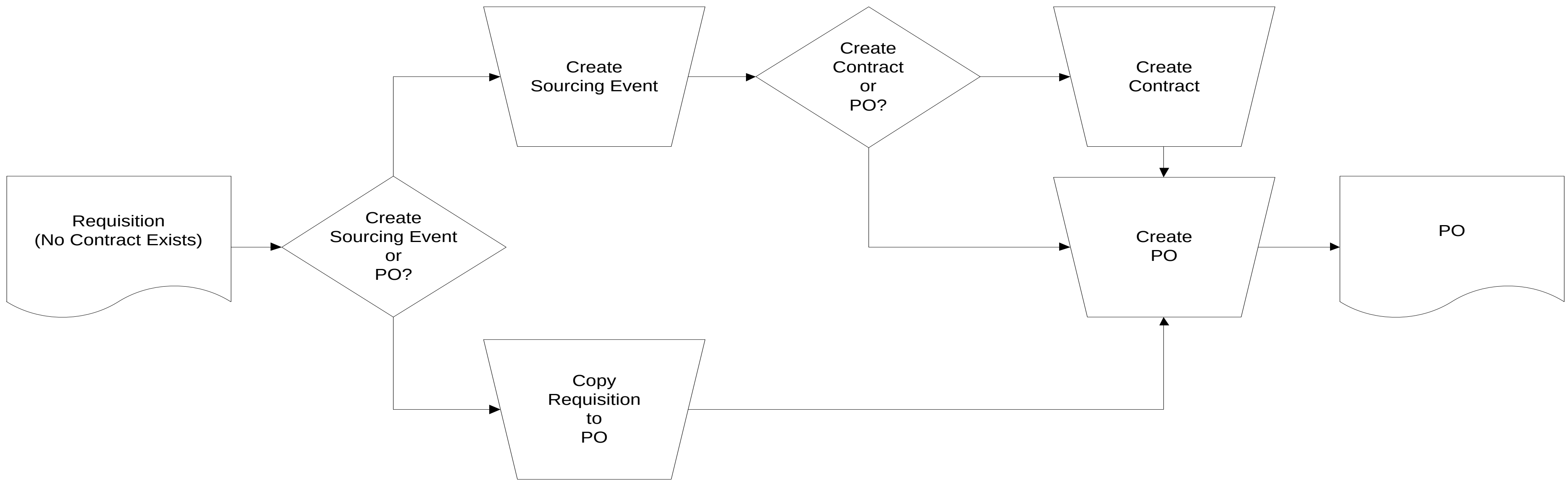
Please refer to the course titled **501 PR347: Inventory Issuances and Restock** for additional details on creating inventory and restock requisitions.

Requisition Basics (continued)

- If a requisition is created and there is no contract with a vendor, you have two options:

    1. Create a Sourcing Event: Once approved, the requisition goes through a solicitation process, which involves creating a sourcing event. This process allows vendors to bid against the event. Winning bidders are awarded a contract or purchase order.

    2. Copy the Requisition to a Purchase Order: When the value of goods or services falls within the range of a small purchase or is otherwise permitted, the Buyer can copy the requisition directly into the purchase order, rather than creating a sourcing event and awarding a contract.



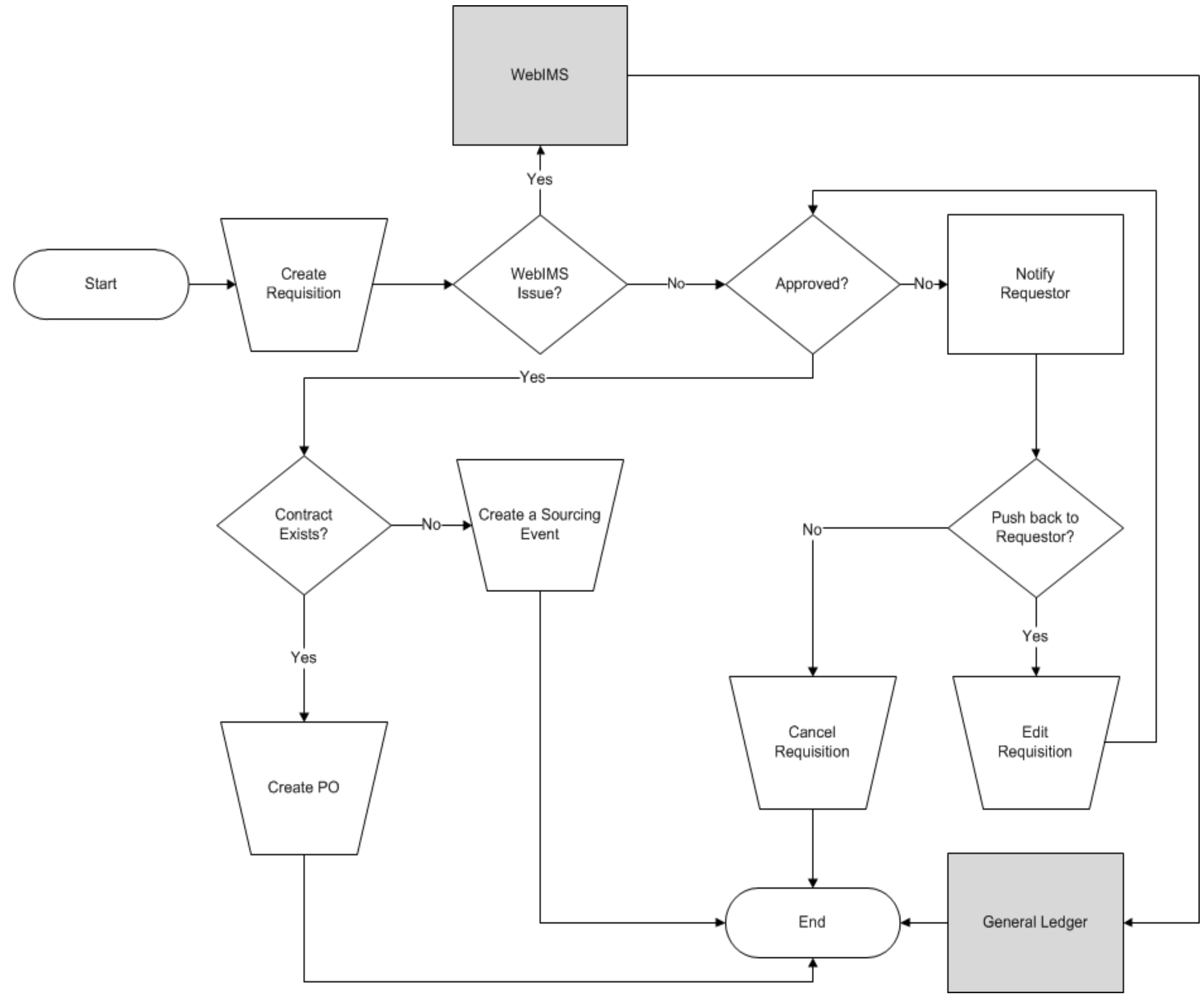
Requisition Basics (continued)

- Requisitions can be set to amount only or quantity. Using amount allows for the receipt by amount.
- When creating a requisition, you may not know which vendor you want to use. This information is only mandatory for contracts and purchase orders.
- eVA Direct Orders (DOs) are loaded directly into Cardinal and purchase orders are created.

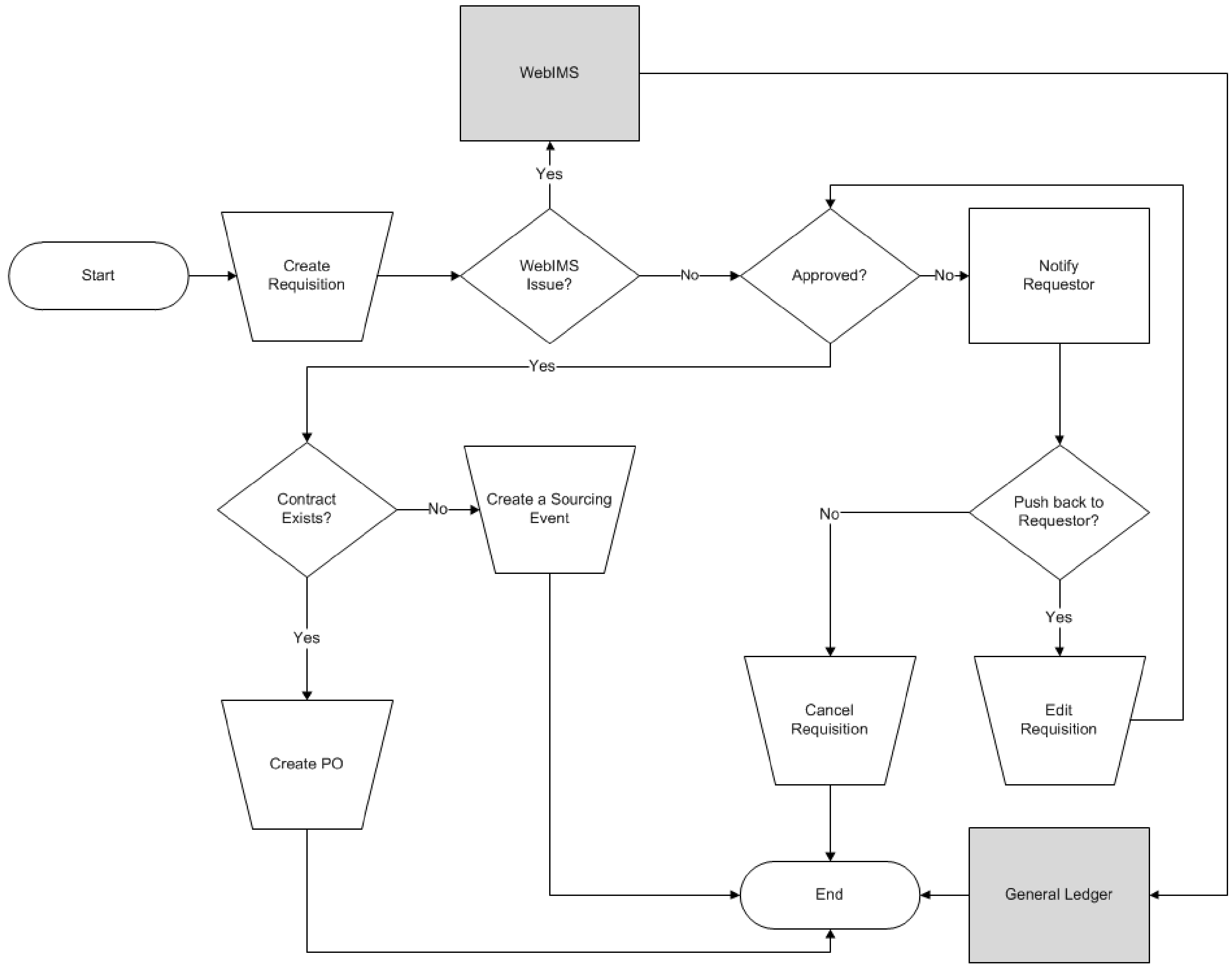
Requisition Process

Entering and maintaining requisitions includes:

- Create requisition
- If a contract does not exist, create a sourcing event
- If a contract does exist, create a purchase order by copying the requisition
- Edit requisition
- Cancel requisition

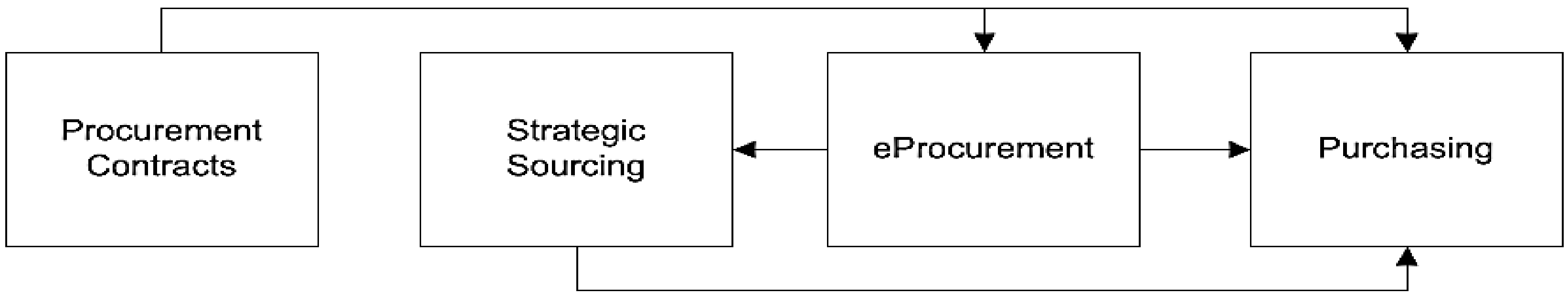


Requisition Process (continued)



Integration within Procurement

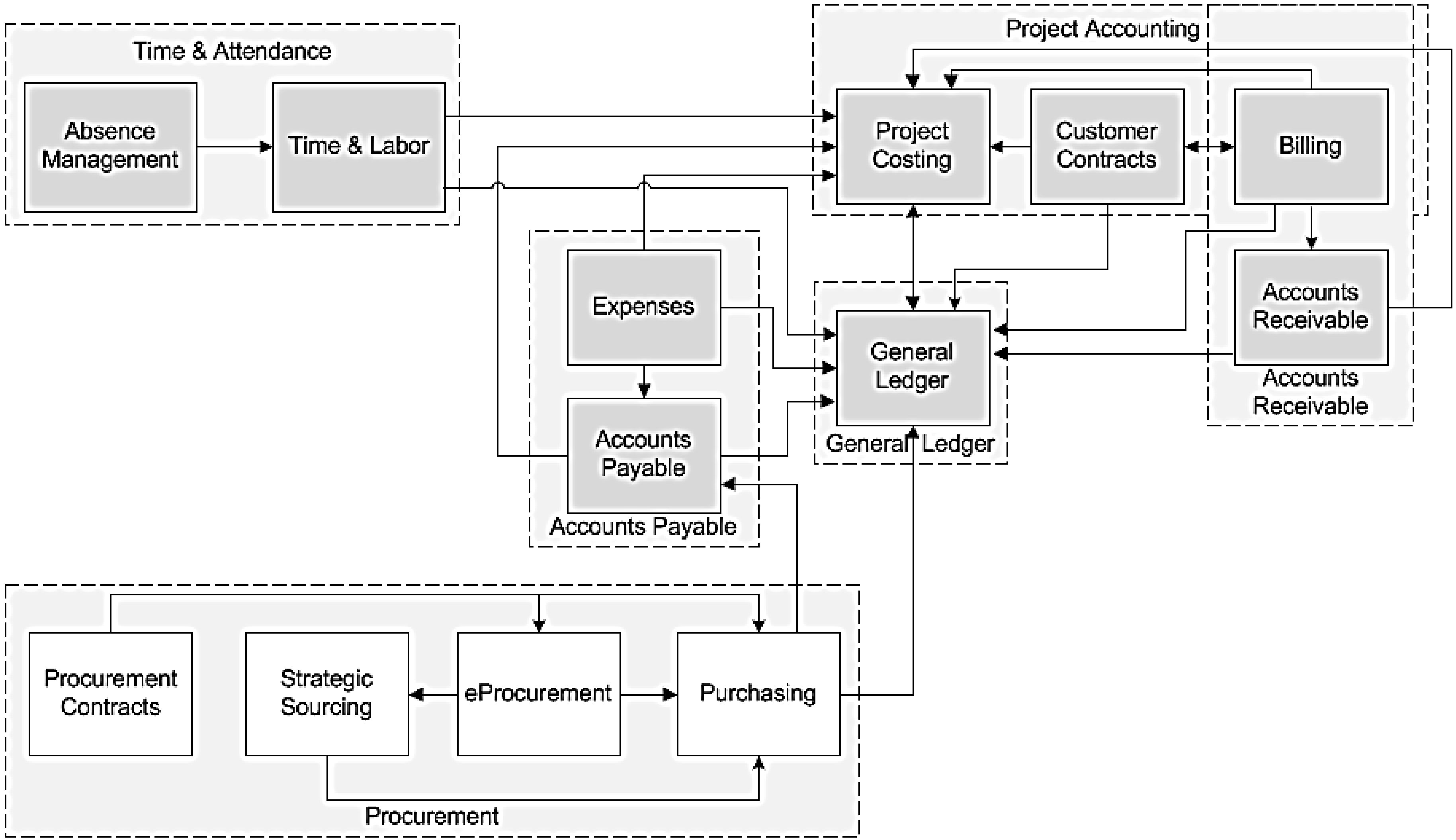
Processing a requisition involves the interaction of several modules within the Procurement functional area.



Requisitions interact with Purchasing, Procurement Contracts, Strategic Sourcing, and eProcurement modules:

- **Purchasing / eProcurement**: Requisitions are created in either module.
- **Purchasing**: A requisition can be sourced into a purchase order. Purchase orders are managed in the Purchasing module.
- **Procurement Contracts**: A requisition can be sourced from an established contract. Contracts are managed in the Procurement Contracts module.
- **Strategic Sourcing**: A requisition can be sourced to an event. The event will go through a bid process (solicitation) in the Strategic Sourcing module.

Integration within Procurement



Requisition Vendors: eVA and CVG

When creating a requisition, you search for a vendor to add to the requisition. All vendors are shared across the Commonwealth in one centralized database maintained by the Commonwealth Vendor Group (CVG).

A vendor must be added to Cardinal before it can be used on a requisition, purchase order, sourcing event, voucher or payment. However, in creating a requisition, the vendor is not a required field. This can be added later on the purchase order.

eVA updates procurement vendor information through a nightly interface into Cardinal. Non-procurement vendors, also known as fiscal vendors, are created directly in Cardinal by CVG.

eVA Direct Orders (DOs) are loaded directly into Cardinal and purchase orders are created.

Interfaces with WebIMS and FleetFocus M5

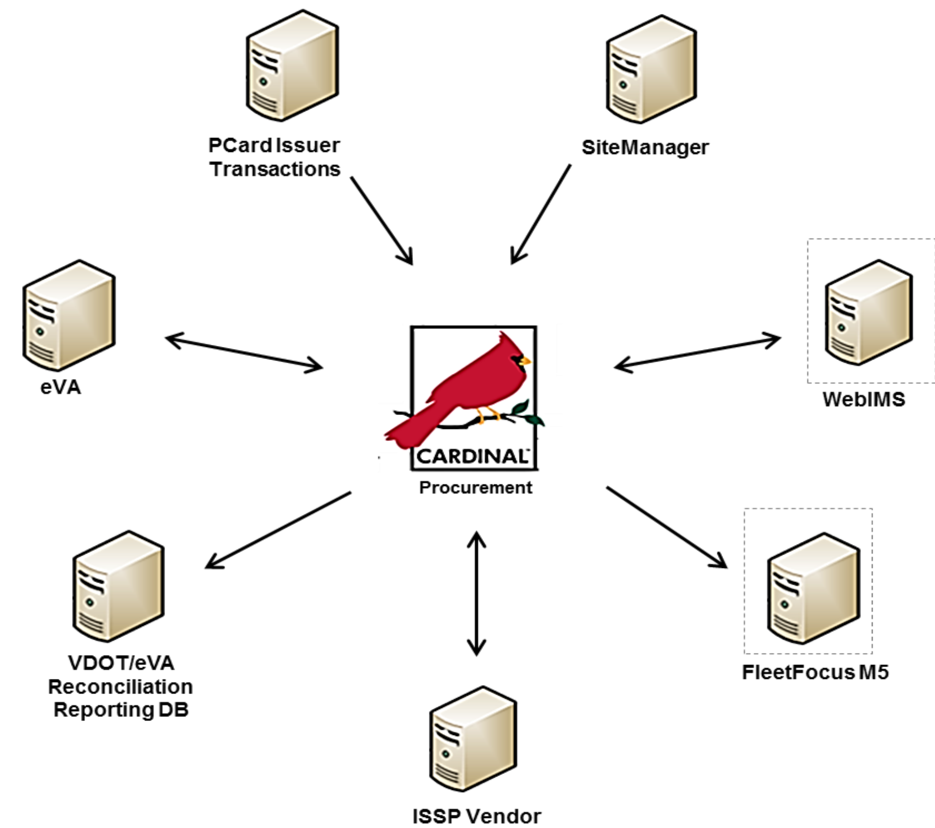
WebIMS:

Stock Issuance: When processing an issuance of stock, a Storekeeper / Requisitioner can order stock items from the web inventory system (WebIMS). WebIMS sends a notification to the Storekeeper alerting them of the status of the order and the document ID (**Doc ID**). WebIMS decrements inventory on hand.

Stock Reorder: The Storekeeper can reorder stock for WebIMS by creating a restock type requisition. The restock requisition creates a **Doc ID** and sets flags for the related purchase orders and receipts. Upon getting a receipt tied to a restock requisition, a **Doc ID** is created and interfaced with the quantity to WebIMS to increase quantity on hand.

FleetFocus M5:

FleetFocus M5 is VDOT's equipment management system which tracks equipment mileage / hours, maintenance, and repair history. In Cardinal, requisitions are created for repairs / parts and FleetFocus M5 records the repair history.



When would an end user create a requisition?

- When the item is not on contract
- When a request needs an RFQ (Request for Quote)
- When the item is on a contract
- All of the above

When processing a requisition, which external systems specifically interface with the requisition?

- WebIMS and FleetFocus M5
- eVA
- Fleet Focus M5
- B and C

Does a requisition require approval before it is sent to a Buyer?

- Yes
- No

Lesson 1: Summary

In this lesson, you learned about:

- Procurement
- Requisition key concepts
- Requisition basics
- Two ways to initiate a requisition: Purchasing and eProcurement modules
- Procurement vendors
- The ways requisitions integrate with other Cardinal modules
- The ways requisitions interface with external systems: WebIMS and FleetFocus M5

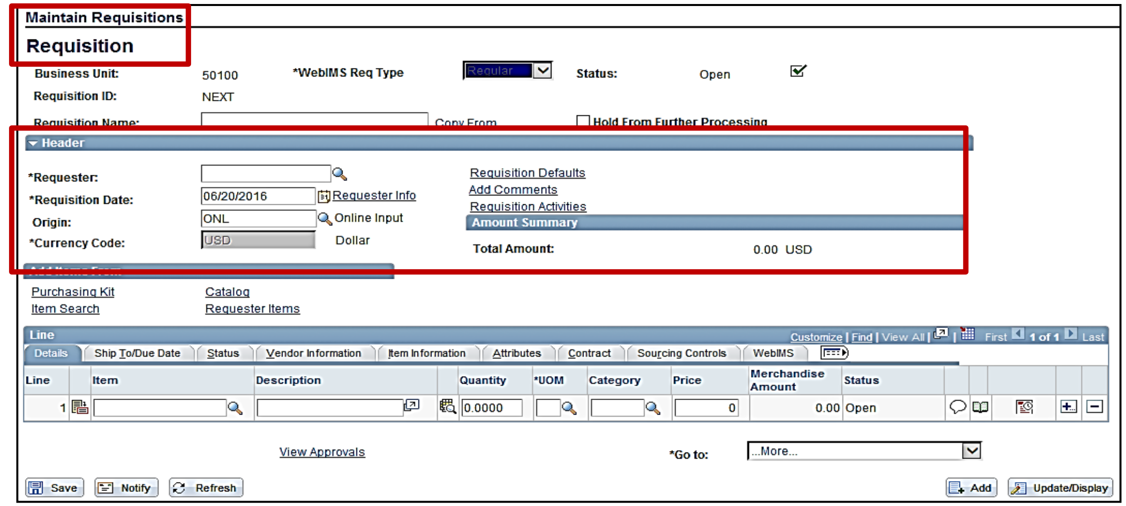
Lesson 2: Creating a Regular Requisition

This lesson covers the following topics:

- Creating a Requisition in the Purchasing Module
- Adding Items
- Requisition Lines
- Requisition Schedules

Creating a Requisition in the Purchasing Module

When you create a regular requisition in the Purchasing module you may customize it to fit your needs.



To create a requisition in the Purchasing module you navigate to the **Maintain Requisitions – Requisition** page using the following path:

Main Menu > Purchasing > Requisitions > Add / Update Requisitions

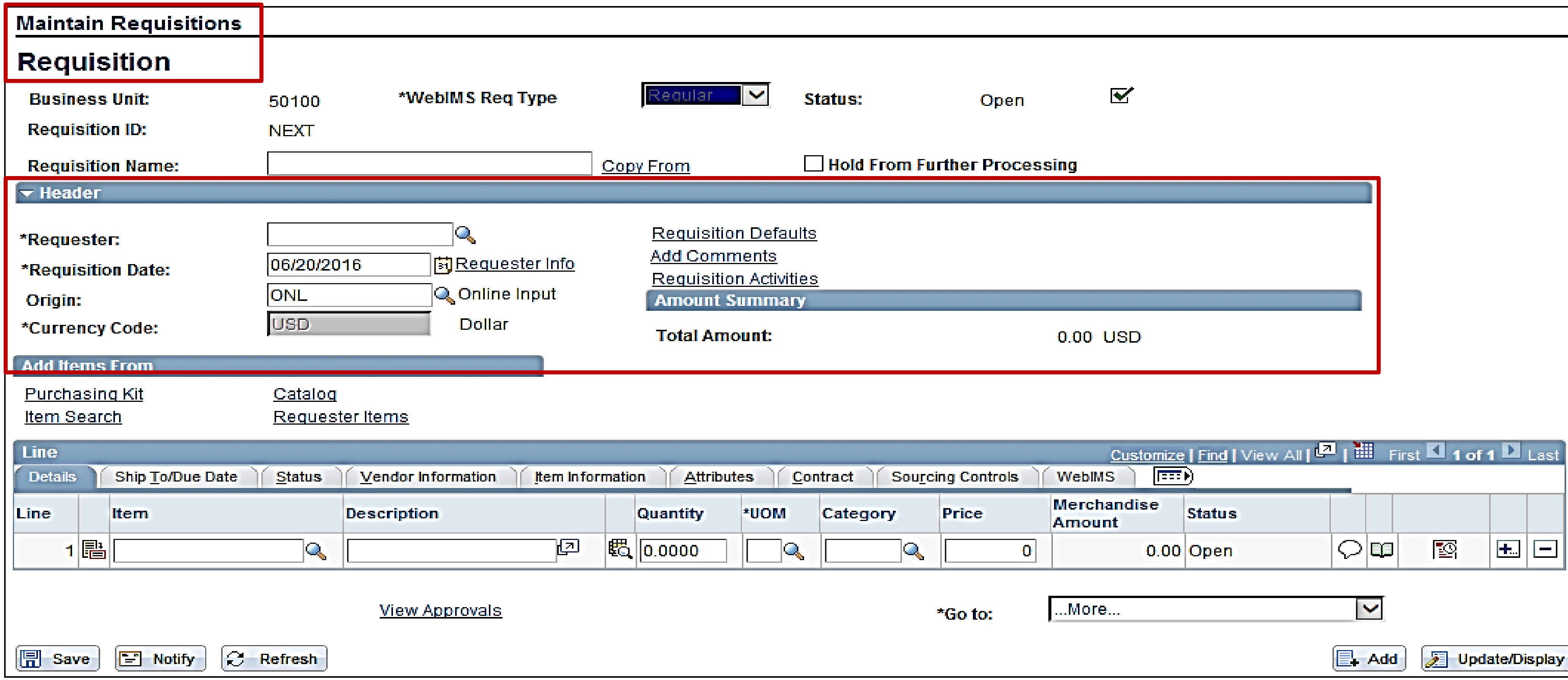
From the **Add a New Value** tab click **Add**.

The **Maintain Requisitions – Requisition** page displays.

The **Header** section contains some key data to include **Requester**, **Requisition Date**, **and Origin**.

For additional details on creating a requisition from a contract or another requisition please see the job aid titled **Create Requisitions**.

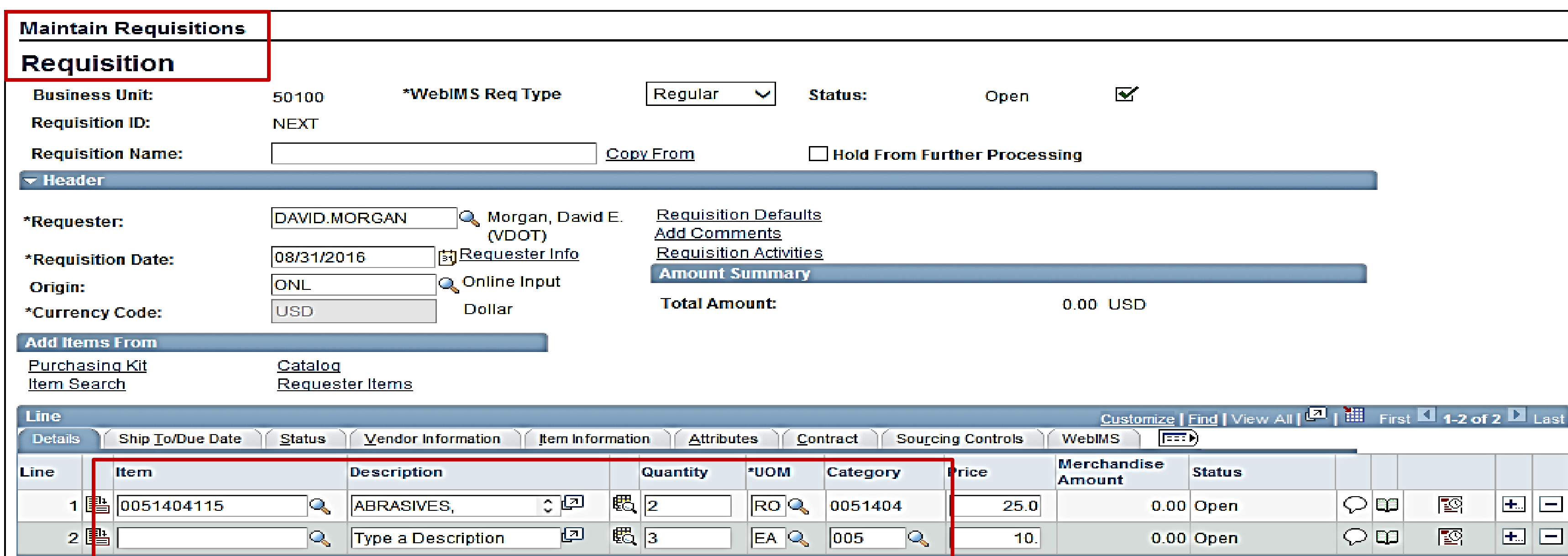
Creating a Requisition in the Purchasing Module (continued)



Adding Items

You can add items using either **Item ID** or **Category** to your requisition in multiple ways.

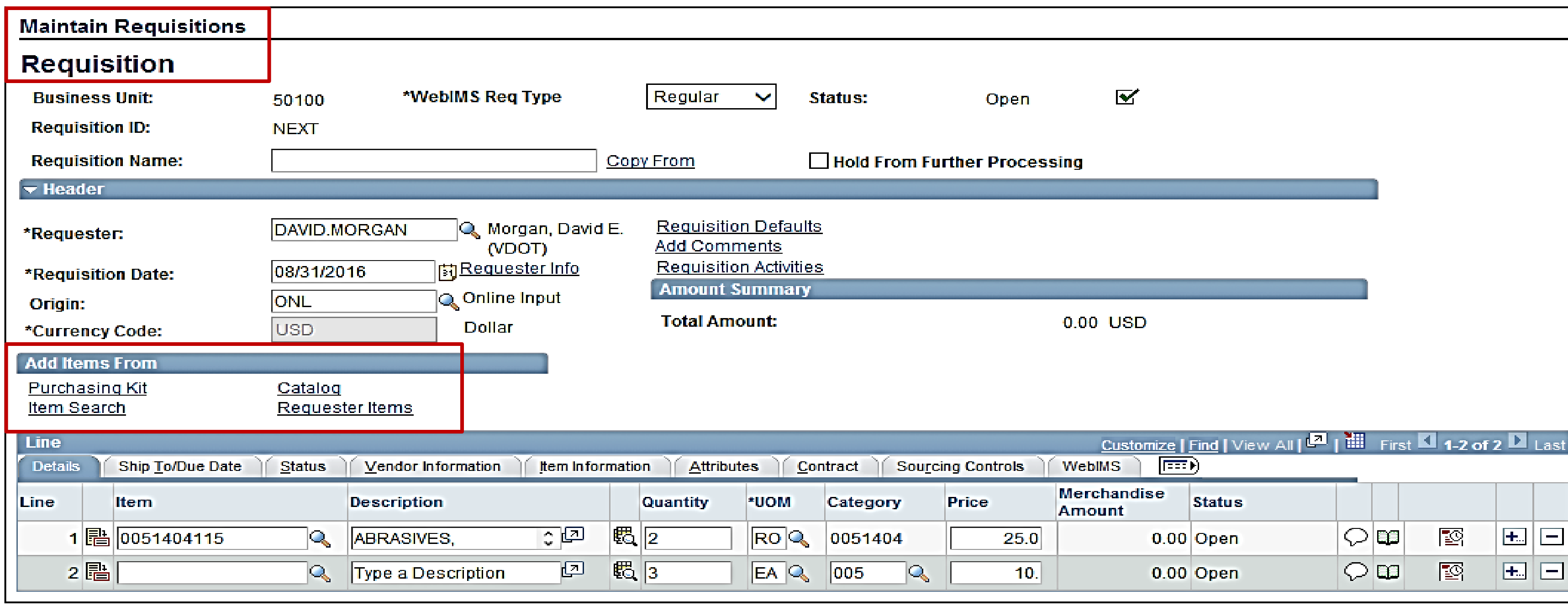
- Key in, or look up, the National Institute of Governmental Purchasing (NIGP) Item number, i.e., **Item**. This is the most common method to select an **Item**. On each line, click on the magnifying glass next to the **Item** field. The items listed will be narrowed down to items related to the supplier you previously selected. The **UOM** and **Description** field values default from the item table.
- Key in or look up the NIGP Category, i.e. **Category**. On each line, click on the magnifying glass next to the **Category** field. This method will not be limited to items related to the chosen supplier. You will need to complete the **UOM** and **Description** fields. These fields become available for entry after the **Category** is selected.



Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	0051404115	ABRASIVES,	2	RO	0051404	25.0	0.00	Open
2		Type a Description	3	EA	005	10.	0.00	Open

Adding Items (continued)

- Use the **Item Search** hyperlink to search by **Category**, **Description**, or **Item ID.**
- Use the **Requester Items** hyperlink, which lists items the Requester has previously requested.
- The **Purchasing Kit** and **Catalog** hyperlinks are not generally used.

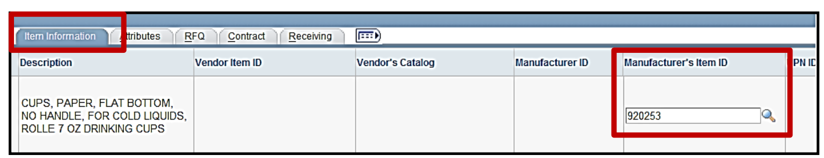


Searching Items (continued)

Helpful Hints for Items:

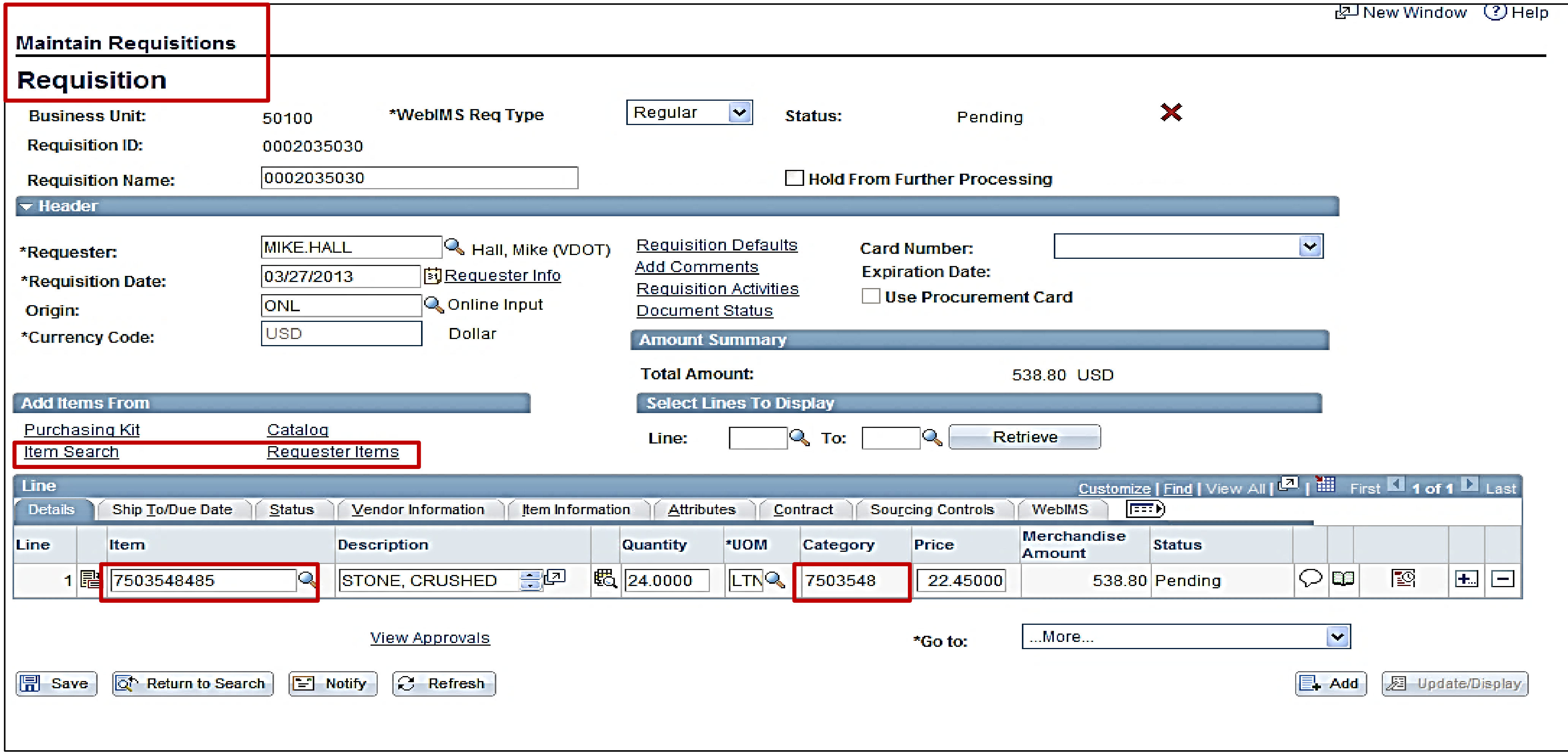
- The **Maintain Requisitions – Requisition** page the **Item Information** tab allows you to enter specific Vendor Item information, e.g., Grainger Catalog, Version 13, pg 6. Item # XXXXXX

- For VDC (Virginia Distribution Center) related items, use the **Manufacturer's Item ID** field to insert VDC stock item number.



- To specify a District/CO and District/Division location, use the **Manufacturer ID** and **Manufacturer's Item ID**.

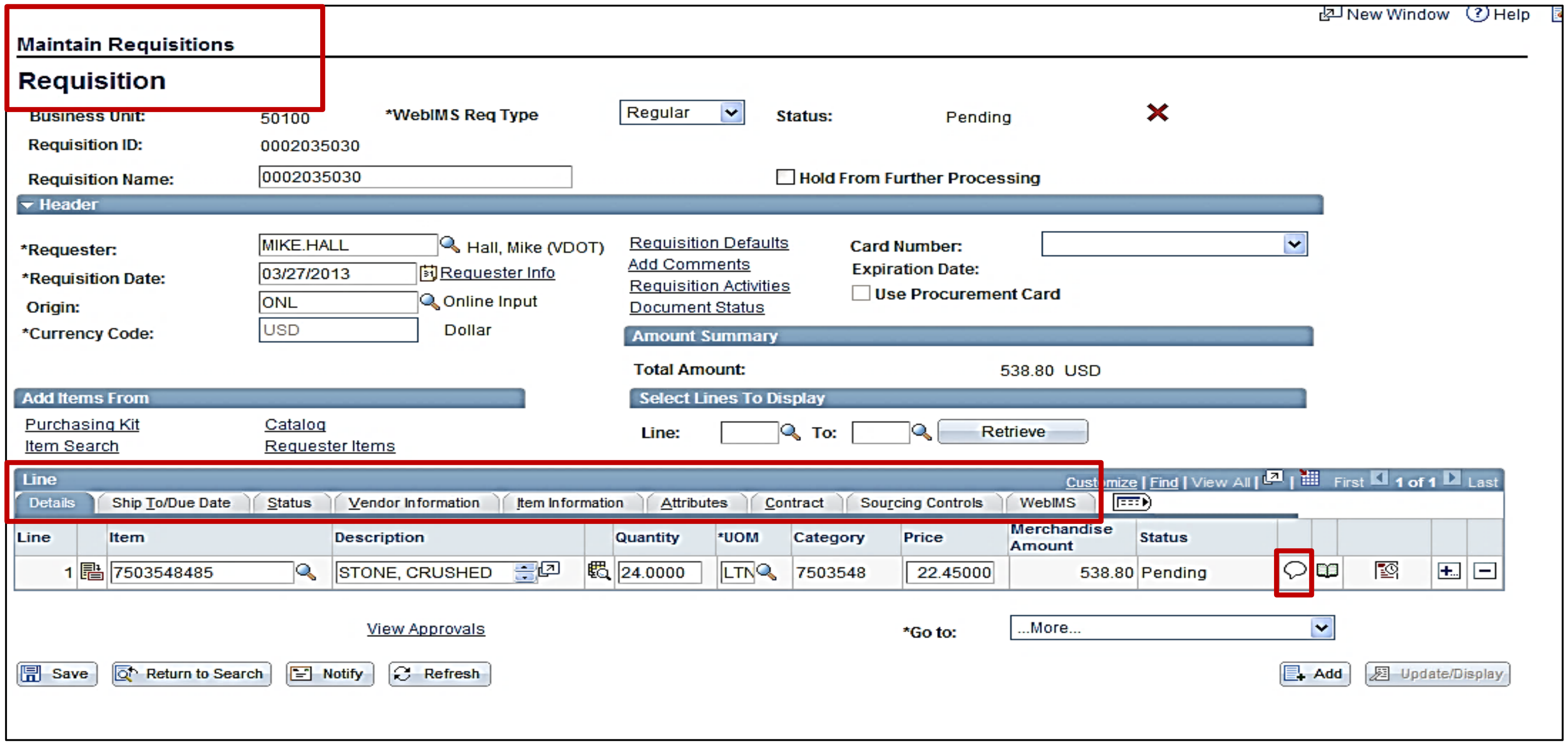
Searching Items (continued)



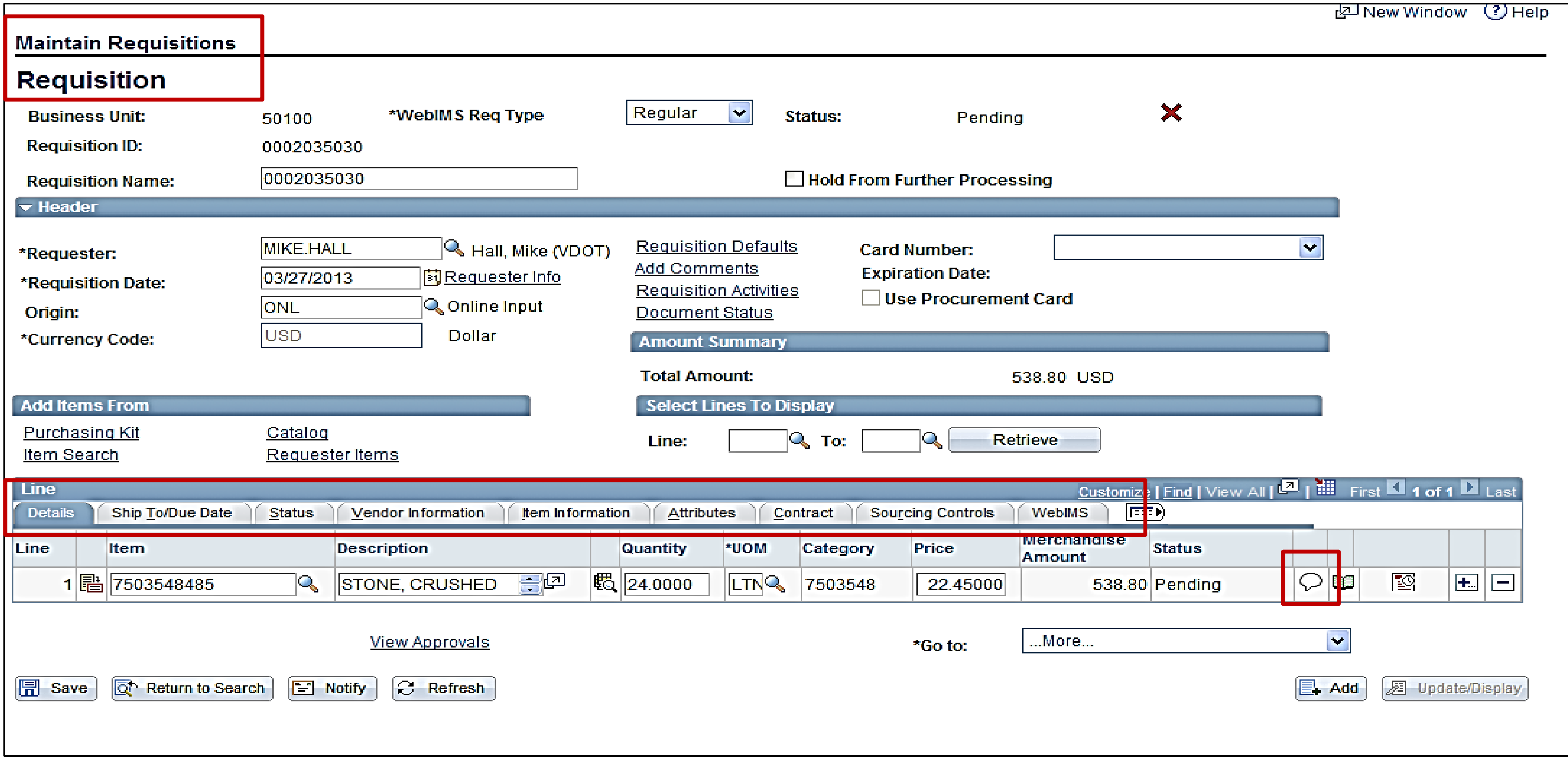
Requisition Lines

In **Line** section there are multiple tabs which contain information: **Details**, **Ship To / Due Date**, **Status**, **Vendor Information**, **Item Information**, **Attributes**, **Contract**, **Sourcing Controls** and **WebIMS** (for WebIMS-related requisitions).

In addition, you may insert line specific **Comments** or **Attachments** (specs, images, etc.) using the **Line Comments** icon. Click the **Line Comments** icon.

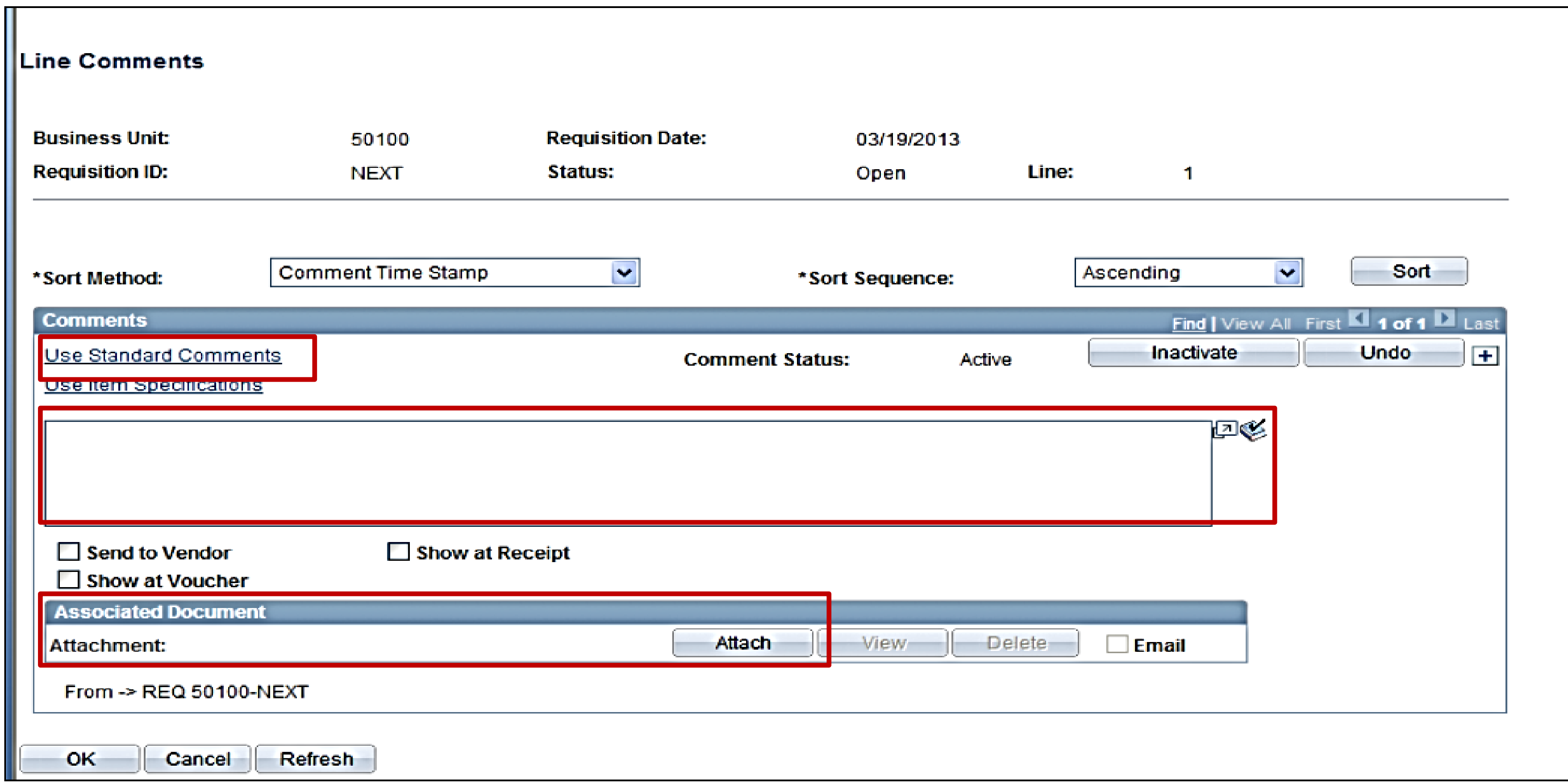


Requisition Lines (continued)



Requisition Lines (continued)

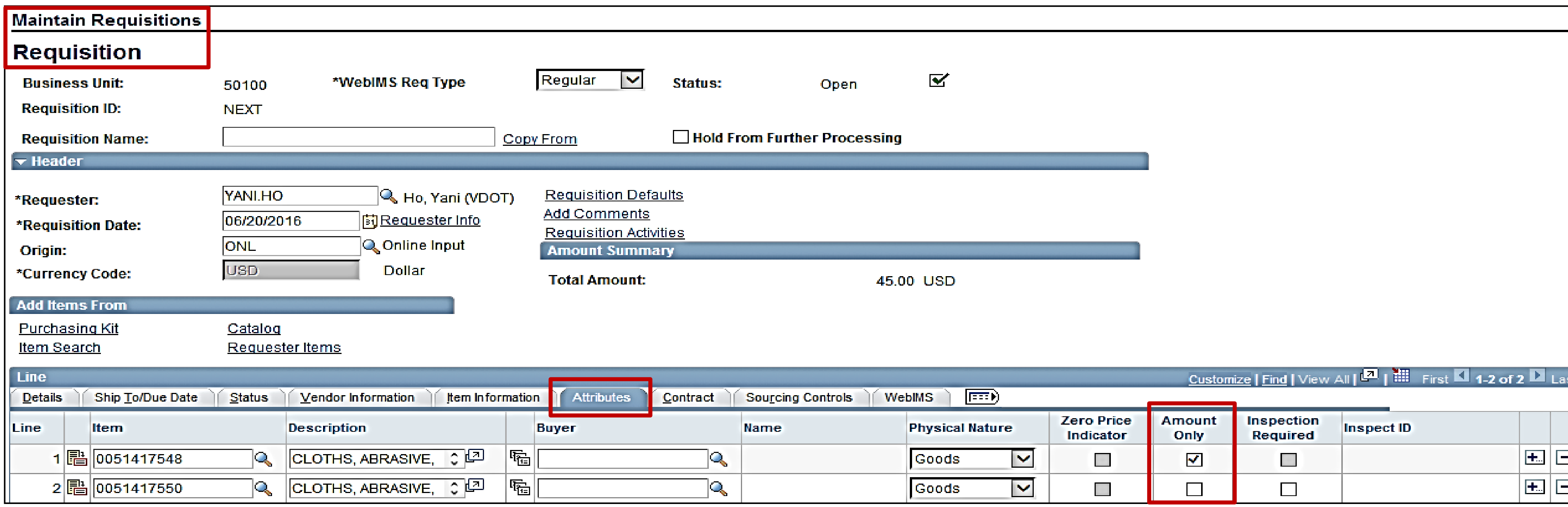
The **Line Comments** page allows you enter comments, add attachments**,** or access and use standard comments that are pre-loaded in the system.



Requisition Lines (continued)

Amount Only:

The requested goods or services may be a single total amount and/or invoiced in different amounts (not quantities). Using the **Maintain Requisitions – Requisition** page, on the **Attributes** tab under the **Line** section, **Amount Only** may be selected. Requesting and ordering using **Amount Only** allows the line to be received only by invoiced amount (dollars) instead of by quantity.

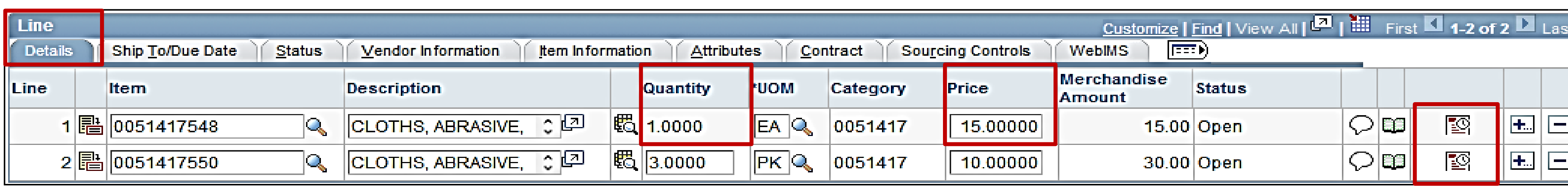


Amount Only (continued):

Amount Only Example: We have a requisition for the installation of two storage units. Each unit will have a fixed price, but the vendor may bill for odd amounts during the project. **Amount Only** will allow you to receive the actual invoice amount, instead of a percent of each storage unit.

When you click the **Amount Only** checkbox:

- The **Quantity** is set to ‘1’ for an amount only line and Quantity becomes unavailable for entry. The line is repriced accordingly.
- The **Price** field on the line is available for entry.
- The **Price** you enter becomes the schedule price and amount.
- The **Distribute By** field, located on the **Distribution** page, is set to **Amount** and cannot be modified.

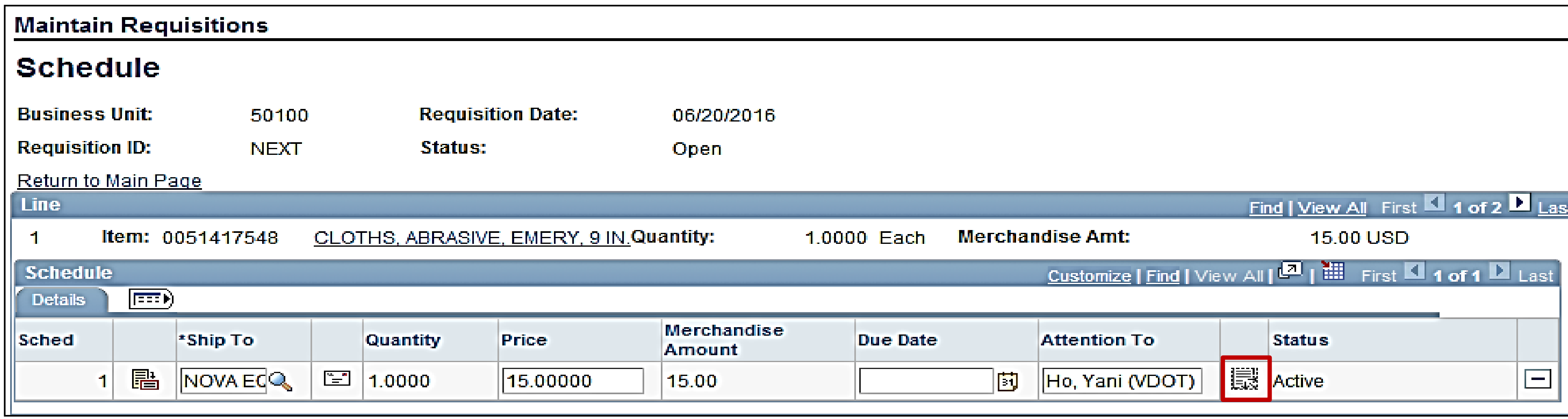


To view the **Distribute By** field and ChartField distribution for a line, from the **Details** tab click the **Schedule** icon.

Requisition Lines (continued)

Amount Only (continued):

From the **Schedule** page click on the distribution icon.



Maintain Requisitions

Schedule

Business Unit:	50100	**Requisition Date:**	06/20/2016
Requisition ID:	NEXT	**Status:**	Open

Return to Main Page

Line — Find | View All First 1 of 2 Last

1 **Item:** 0051417548 CLOTHS, ABRASIVE, EMERY, 9 IN. **Quantity:** 1.0000 Each **Merchandise Amt:** 15.00 USD

Schedule — Customize | Find | View All | First 1 of 1 Last

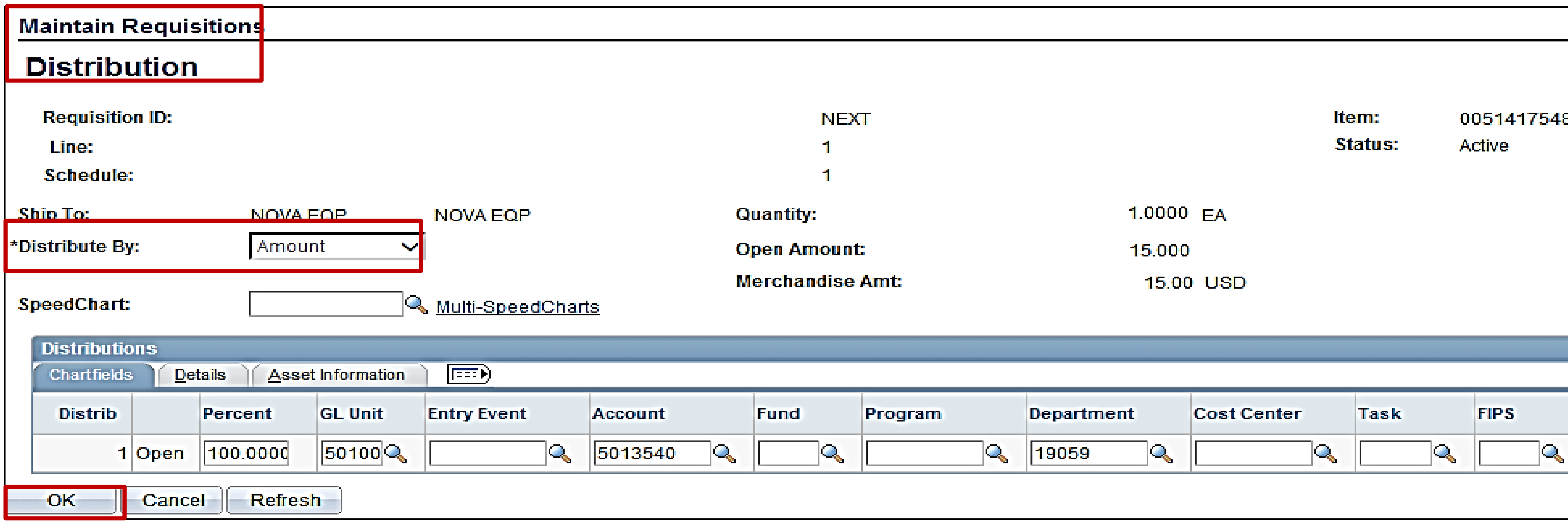
Details

Sched		*Ship To		Quantity	Price	Merchandise Amount	Due Date	Attention To		Status	
1		NOVA EC		1.0000	15.00000	15.00		Ho, Yani (VDOT)		Active	

Requisition Lines (continued)

Amount Only (continued):

The **Distribute By** field, located on the **Distribution** page, is set to **Amount** and cannot be modified.

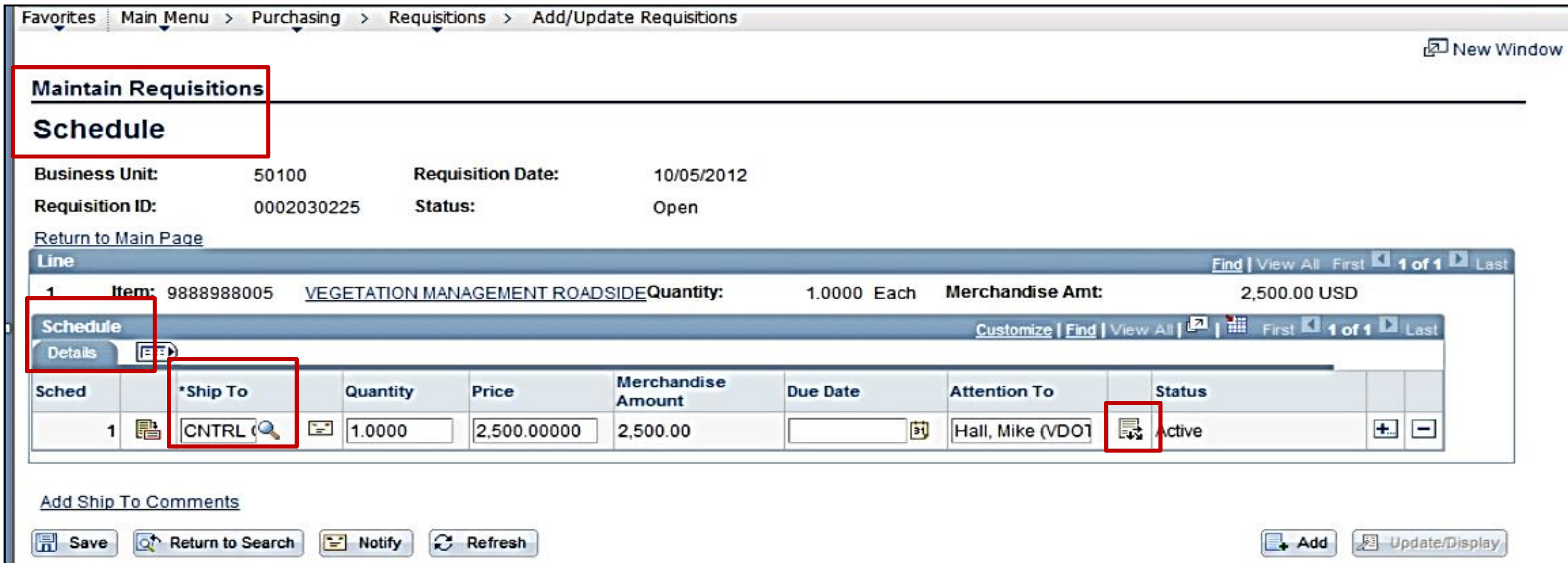


- Click **OK** to return to the **Schedule** page.

Requisition Schedules

The schedule information defines when and where you want the item delivered and when it is due. On the **Schedule** page, the **Ship To** location should default per the user's set-up. These fields can be edited as necessary. Do <u>not</u> enter more than one schedule, i.e., **Ship To** location, for a line. The interface with EVA does not permit such an action and will cause the subsequent PO to error out. Create another line for each separate schedule required.

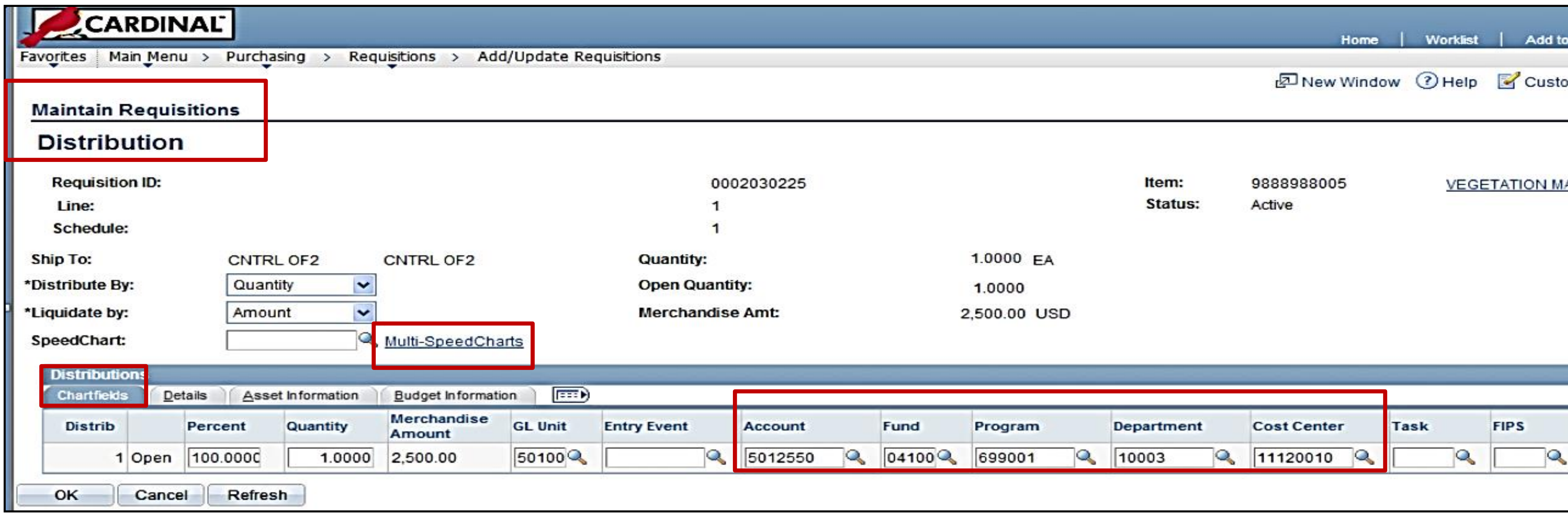
From the **Schedule** page, click the **Distribution** icon to enter accounting distributions.



Requisition Schedules (continued)

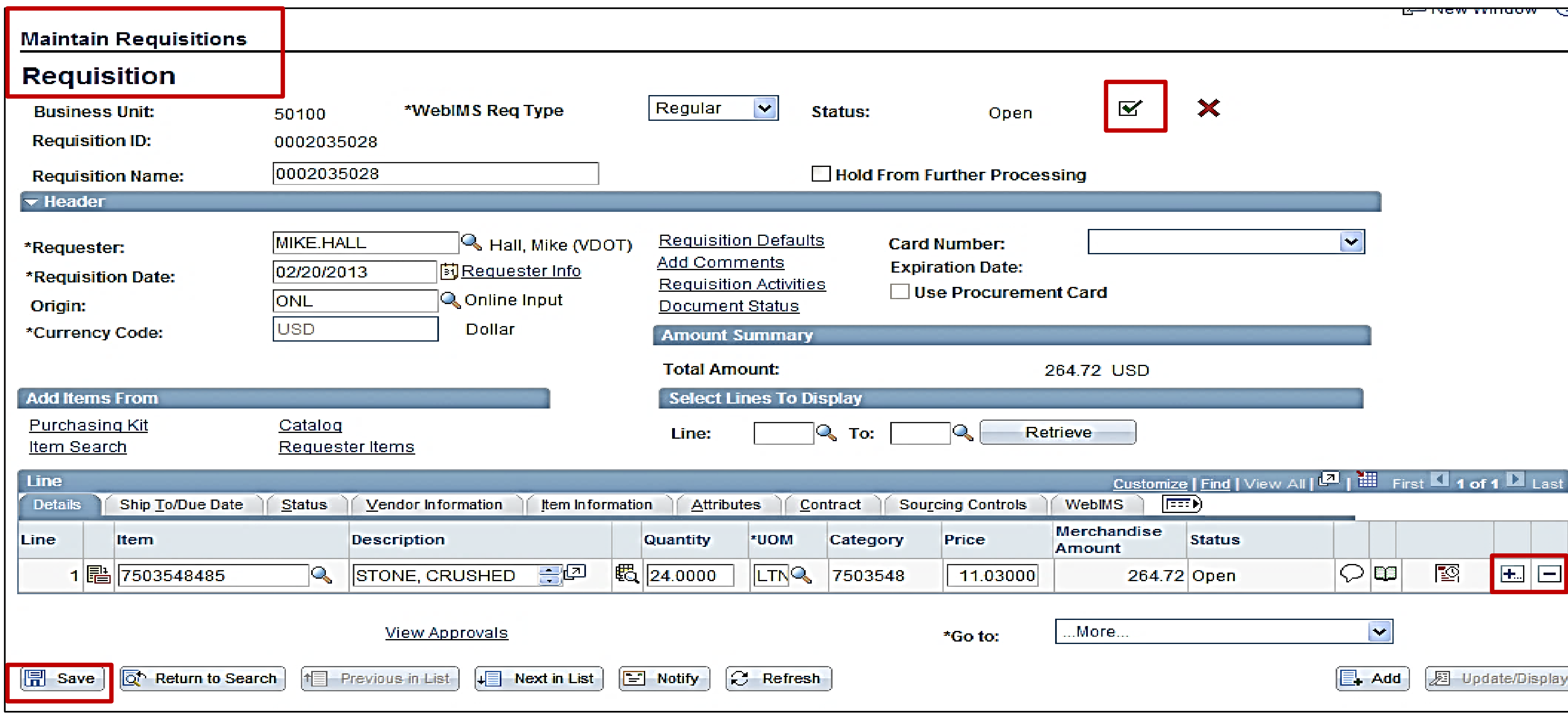
A **Schedule** may have one or more **ChartField** distributions. The **ChartField** values identify the accounting distribution. The insertion of valid **Account**, **Department**, **Cost Center** or **Project** values are required. You can manually enter a ChartField value, or you can use the **Multi-SpeedCharts** hyperlink to select a **SpeedChart** value to automatically populate some of the ChartField values for you.

You may insert, or delete, additional accounting distributions, by scrolling right and clicking on the **+** / **-** icons at the end of the accounting distribution line.



Requisition Schedules (continued)

You are able to add or delete a line using the **+/-** icons next to an existing line, and edit any part of the requisition, as you build it. Once **Saved**, click the **Submit for Approval** checkbox, which is next to the **Status** field, to send it forward for approval by your Supervisor.



Simulation: Creating a Regular Requisition

You are now about to view a simulation entitled **Creating a Regular Requisition**. Click the Cardinal logo below to start the simulation.

On a requisition, a line cannot have multiple distributions.

- True
- False

The **Amount Only** function sets the line quantity to 1 and allows you to enter a dollar value.

- ○ True
- ○ False

Lesson 2: Summary

In this lesson, you learned how to:

- Create a regular requisition using the Purchasing module
- Search for items to add to the requisition in the Purchasing module
- Modify requisitions schedules in the Purchasing module
- Update accounting distributions in the Purchasing module

Lesson 3: Creating an eProcurement Requisition

This lesson covers the following topics:

- Steps to create an eProcurement Requisition
- Create and Use eProcurement Templates

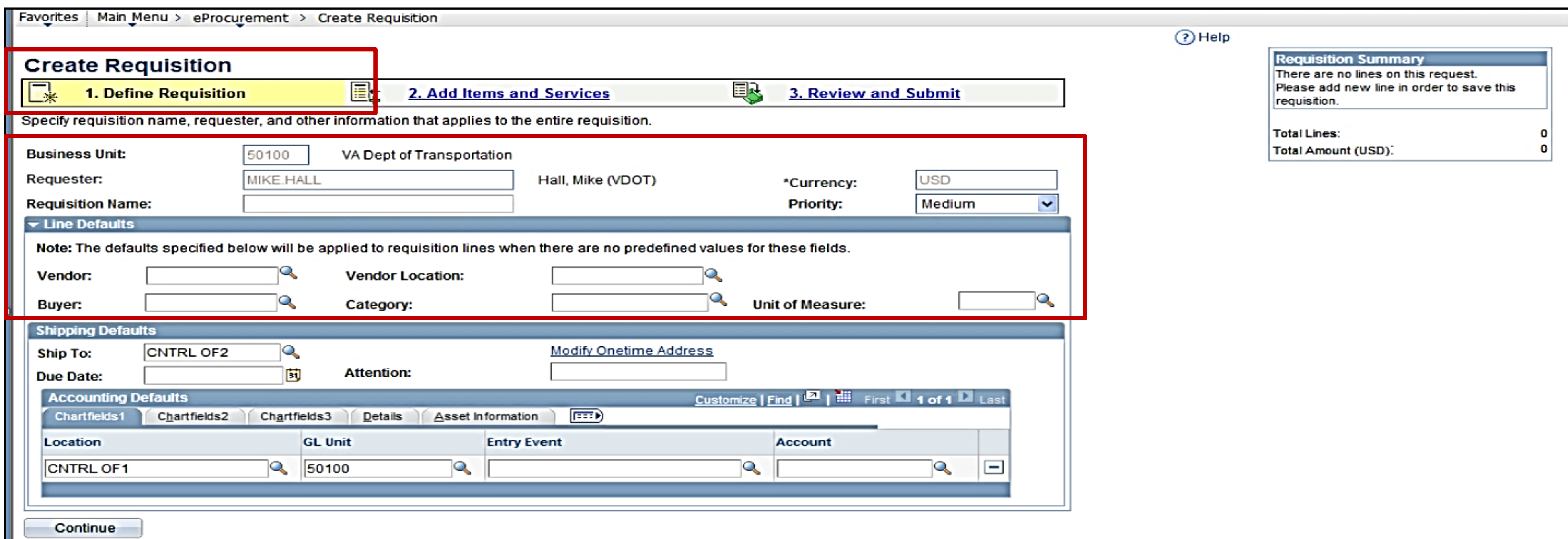
eProcurement offers a form-based procurement process that walks you through the steps to create a requisition. eProcurement may be used for a regular requisition but is not used for IMS (inventory).

Create an eProcurement Requisition

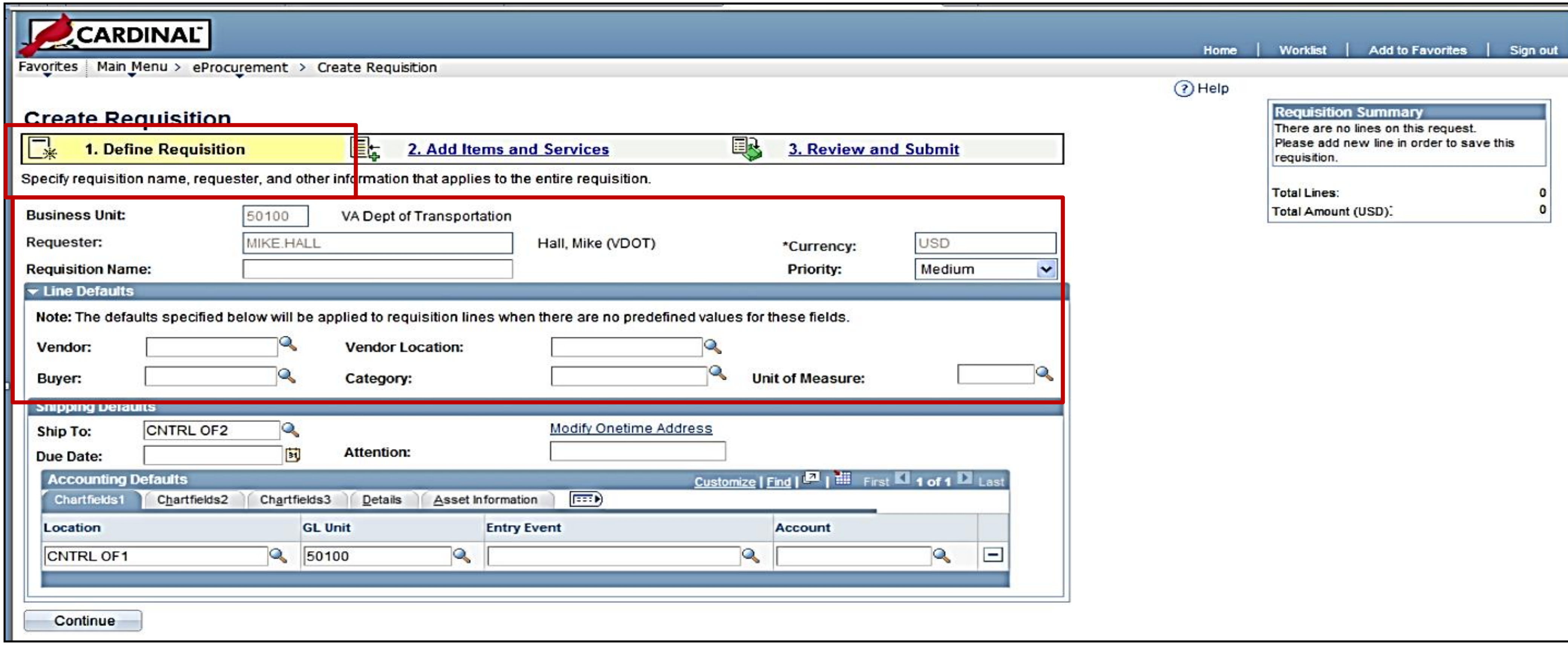
The first step in creating an eProcurement requisition is to define the requisition. The **Define Requisition** tab on an eProcurement requisition contains the **Business Unit**, **Requester**, **Requisition Name**, **Priority** of the requisition, **Line Defaults** and **Shipping Defaults**.

You can navigate to the **Create Requisition** page using the following path:

Main Menu > eProcurement > Create Requisition



Create an eProcurement Requisition (continued)



Add Items and Services

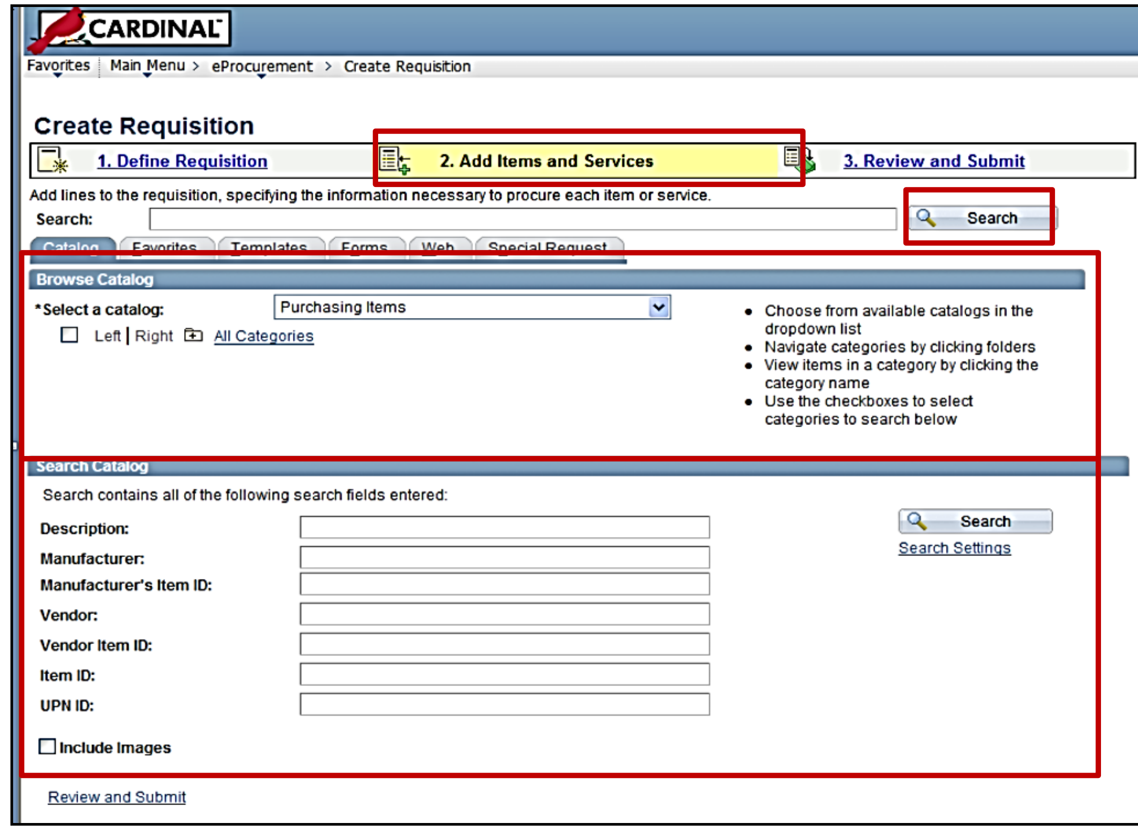
The second step in creating an eProcurement requisition is adding items and services.

- From the **Create Requisition** page, click the **Add Items and Services** tab**.** This tab gives you options to search for items to add to the requisition. You may search for the items using two methods:

    1. **Browse Catalog:** Insert the name of an item and search all Cardinal catalogs.

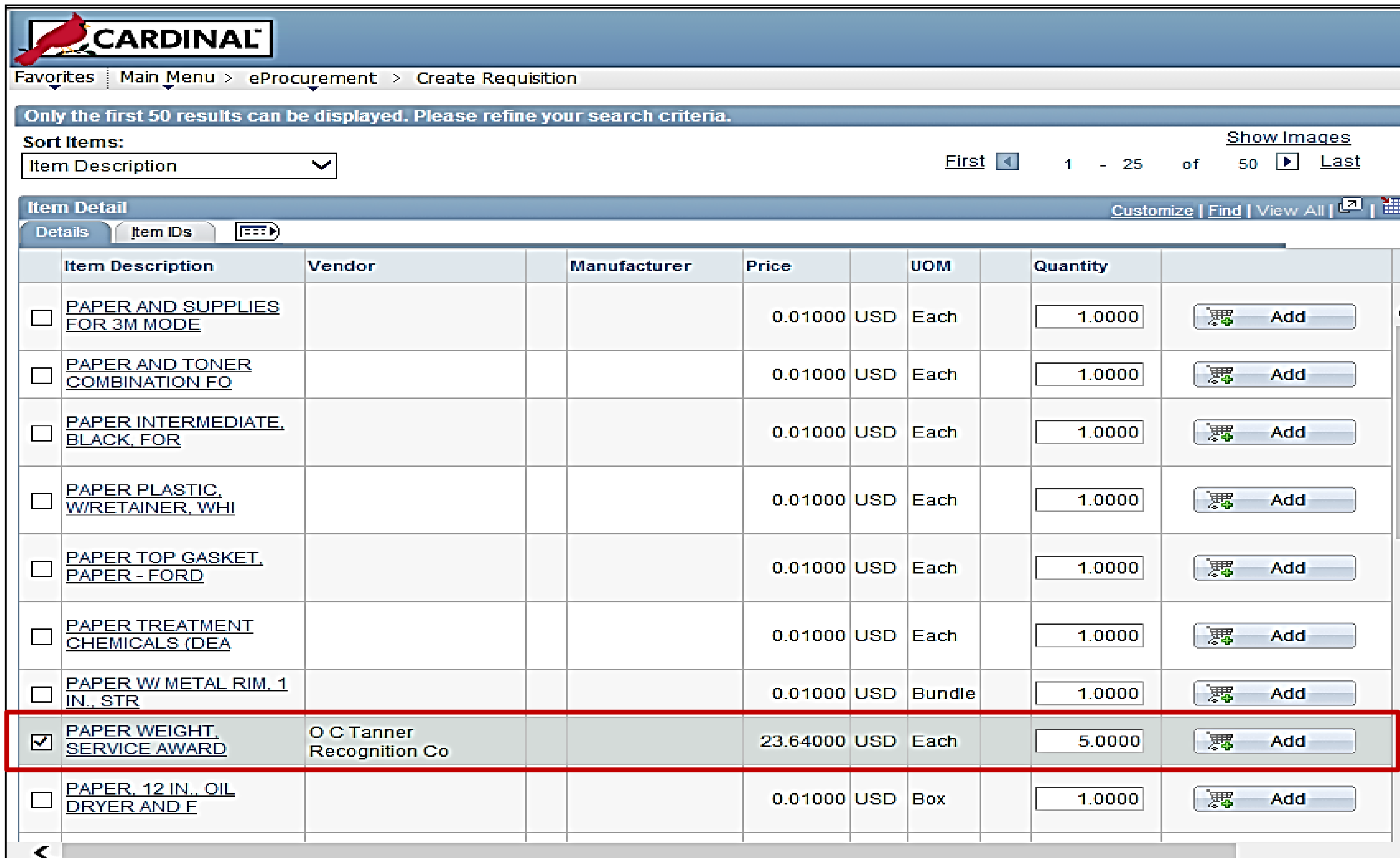
    2. **Search Catalog:** Entering the **Description**, **Manufacturer**, **Manufacturer ID**, **Vendor**, **Vendor Item ID,** and/or **Item ID number**.

- Click the **Search** button.



Add Items and Services (continued)

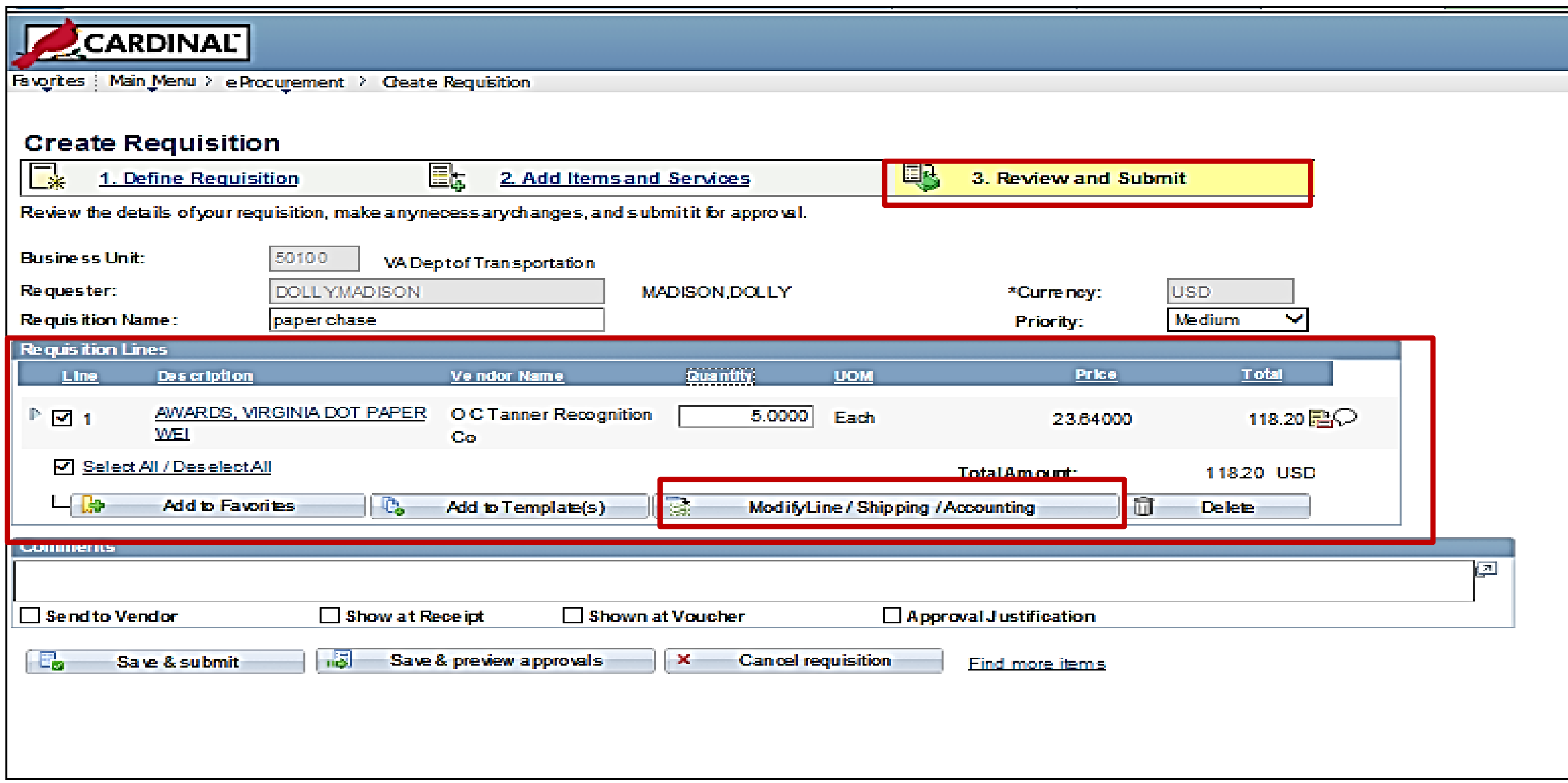
Select the item from the search results. Enter the **Quantity**, and click **Add**.



Add Items and Services (continued)

Once your item(s) have been added you may select the **3. Review and Submit** tab. The item you identified is listed.

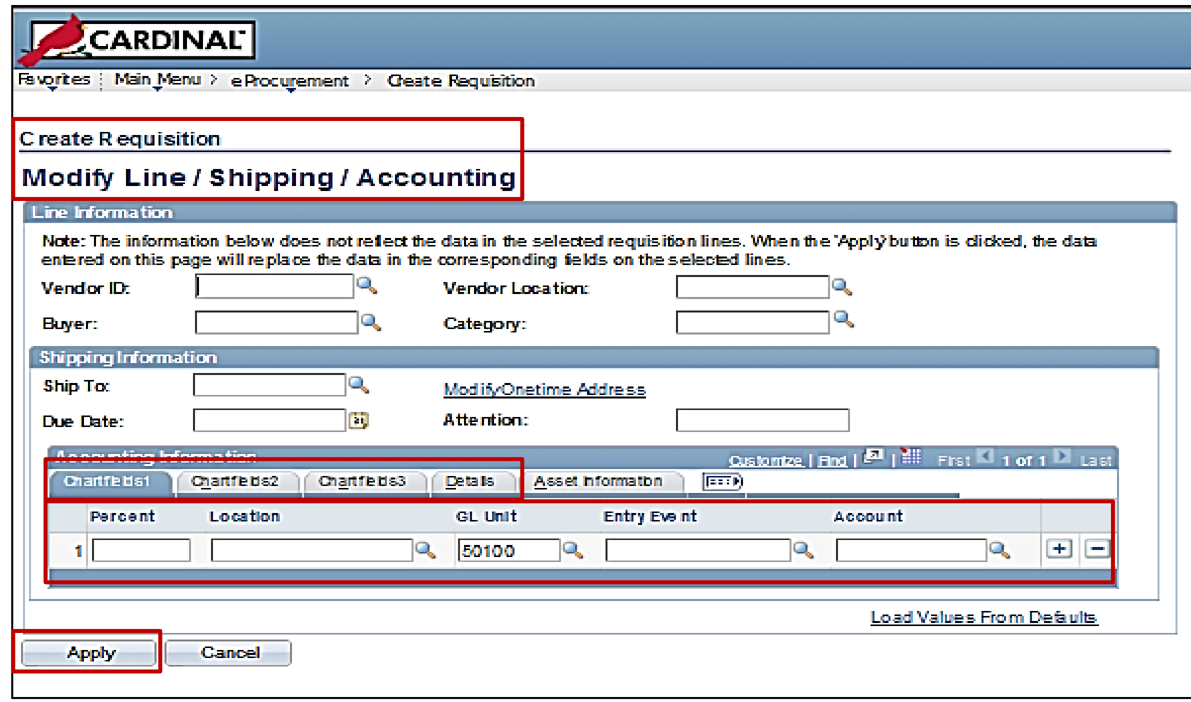
Click the **Modify Line / Shipping / Accounting** tab to modify any items, identify your shipping location, and enter the accounting distribution(s).



Add Items and Services (continued)

From the **Modify Line / Shipping / Accounting** page:

- From the **Chartfields1** tab, enter the **Percent** that will be charged to the first accounting distribution. The total of all lines must equal 100%.
- Click the **Location** drop-down icon and select the location you want the item shipped to.
- Scroll through **Chartfields1, Chartfields2,** and **Chartfields3** tabs to enter the accounting distribution(s). To add or delete additional distribution rows, click **+/-** icon.
- To save and return to the **Create Requisition** page, click the **Apply**.

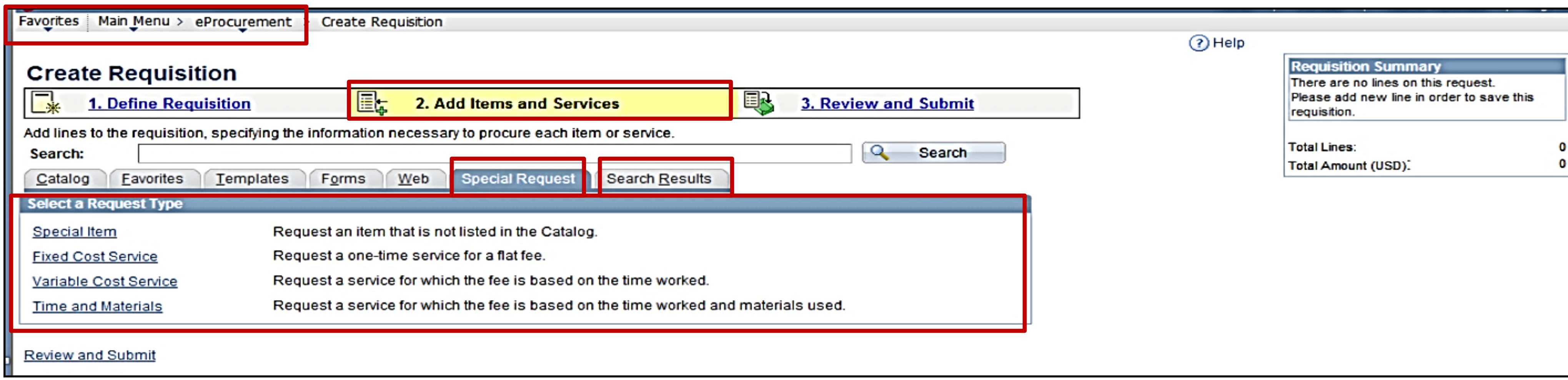


Special Request

In addition to the standard item search features, a **Special Request** option allows you to order an item without using a pre-loaded Item / Catalog item. On the **Special Request** tab the user may select:

- **Special Item:** Add an item not in the catalog.
- **Fixed Cost Service:** Add a one-time service for a flat fee.
- **Variable Cost Service:** Add a service that is fee based on time worked.
- **Time and Materials:** Add an service with a fee based on the time worked and materials used.

This feature is not regularly used. The **Search Results** tab displays after using the search feature. It allows you to toggle back and forth from the search results and requisition features.

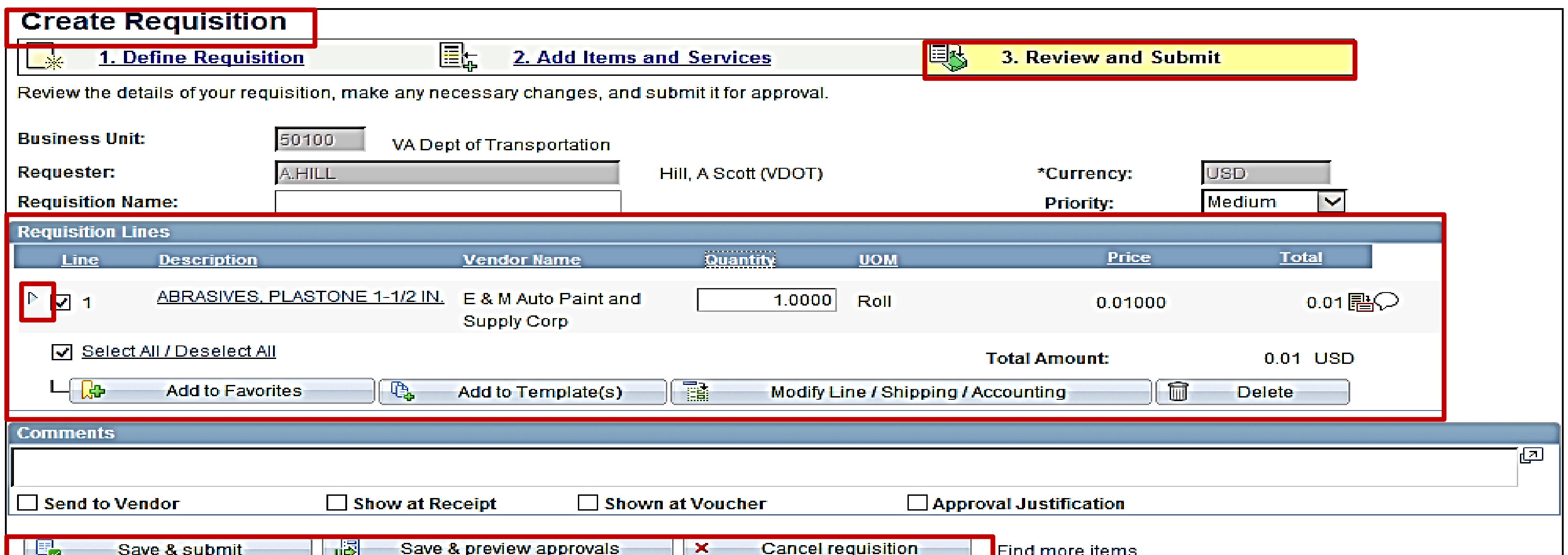


Review and Submit

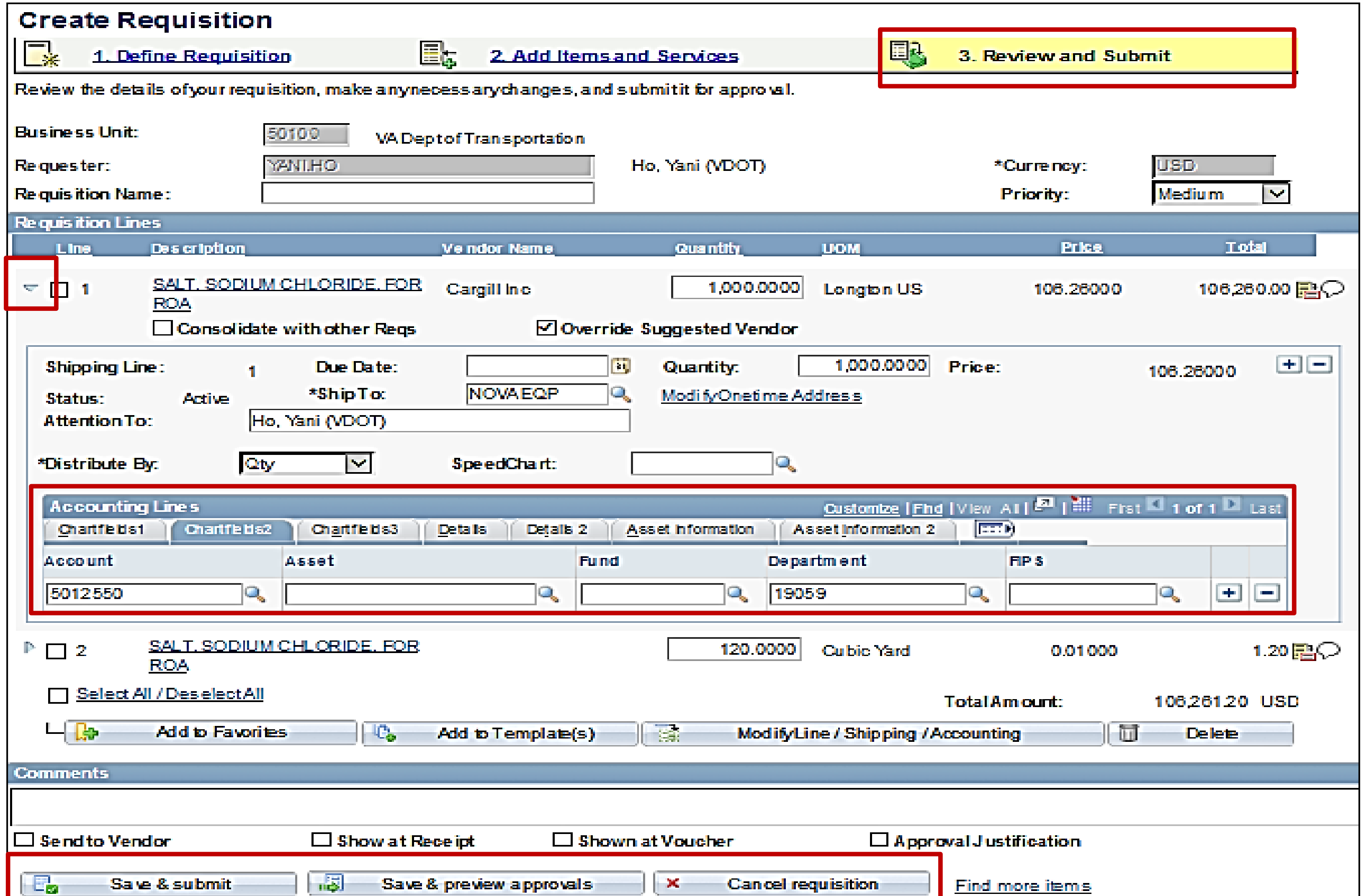
The final step in creating an eProcurement requisition is to review and submit the requisition for approval and further processing.

The **Review and Submit** tab displays the requisition for review before submitting for approval. Expand each line using the **Expand Section** dropdown arrow icon next to the line. Here you can review the shipping details. The tabs give additional information on the accounting distributions. ChartField details may be inserted or edited.

The tab also provides the options to **Save & submit**, **Save & preview approvals**, or **Cancel requisition**. Once saved a requisition number is assigned and the page name changes to **Edit Requisition**.



Review and Submit (continued)



Simulation: Creating a Requisition from eProcurement

You are now about to view a simulation entitled **Creating a Requisition from eProcurement**. Click the Cardinal logo below to start the simulation.

Create and Use eProcurement Templates

You can create personal templates using data from a previous requisition you created. This allows you to create new requisitions in eProcurement that are pre-populated with the data you save on the template, thus eliminating some data entry.

You may copy the template into a requisition. Once a requisition is created from the template, you can modify it.

To create a template:

- Access an existing requisition that contains items you will be purchasing again.
- Search for the requisition you wish to base the template on, and in the **Select Action** field, select **Edit Requisition** and click **Go**.

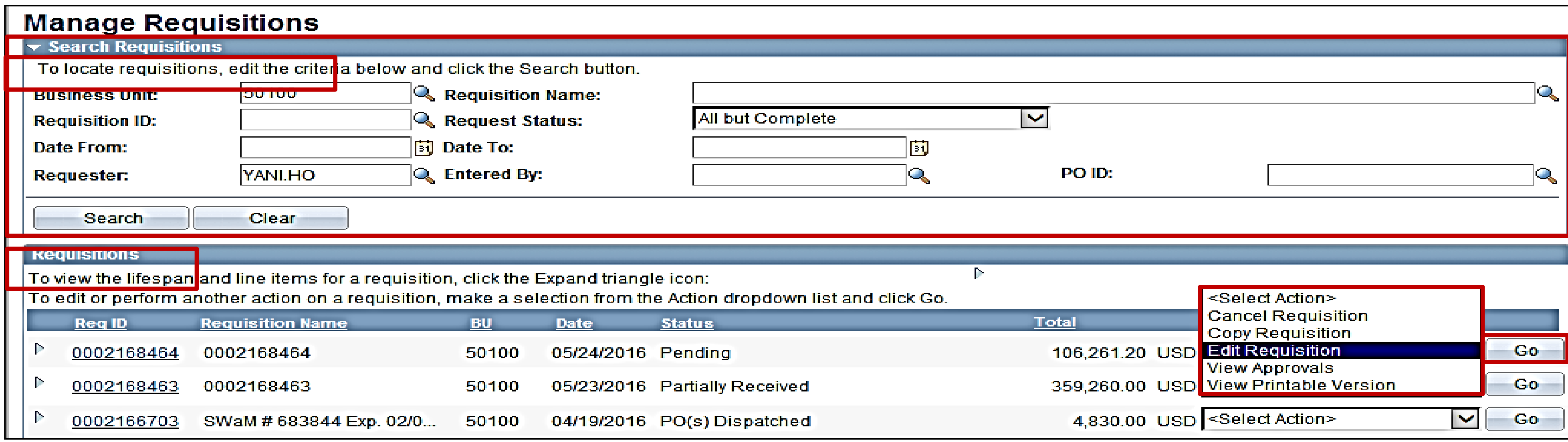
You can navigate to the **Manage Requisitions** page using the following path:

Main Menu > eProcurement > Manage Requisitions

Create a Personal Template

From the **Manage Requisitions** page:

- **Business Unit** defaults.
- If you know the **Requisition ID** you want to use for your template, you may enter it.
- Set the **Request Status** to **All but Complete**.
- Click **Search**.



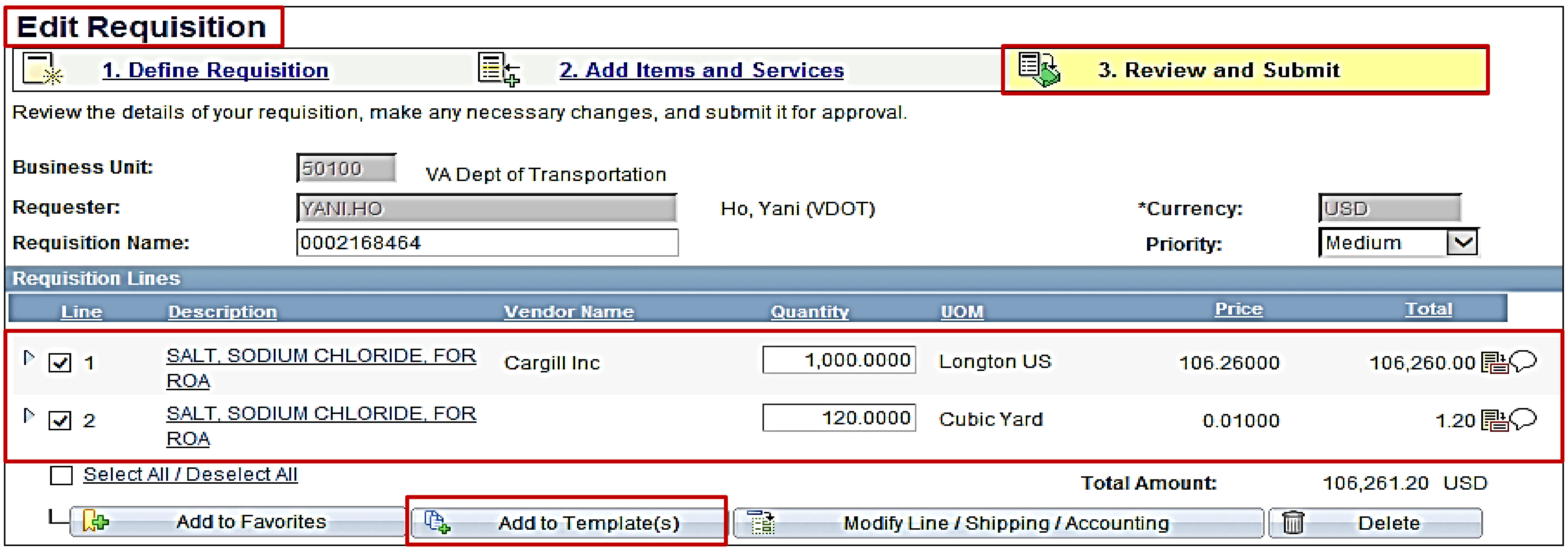
- Select a requisition from the search results.
- On the **Select Action** dropdown, select **Edit Requisition**.
- Click **Go**.

Create a Personal Template (continued)

From the **Edit Requisition** page, click on the **Review and Submit** tab.

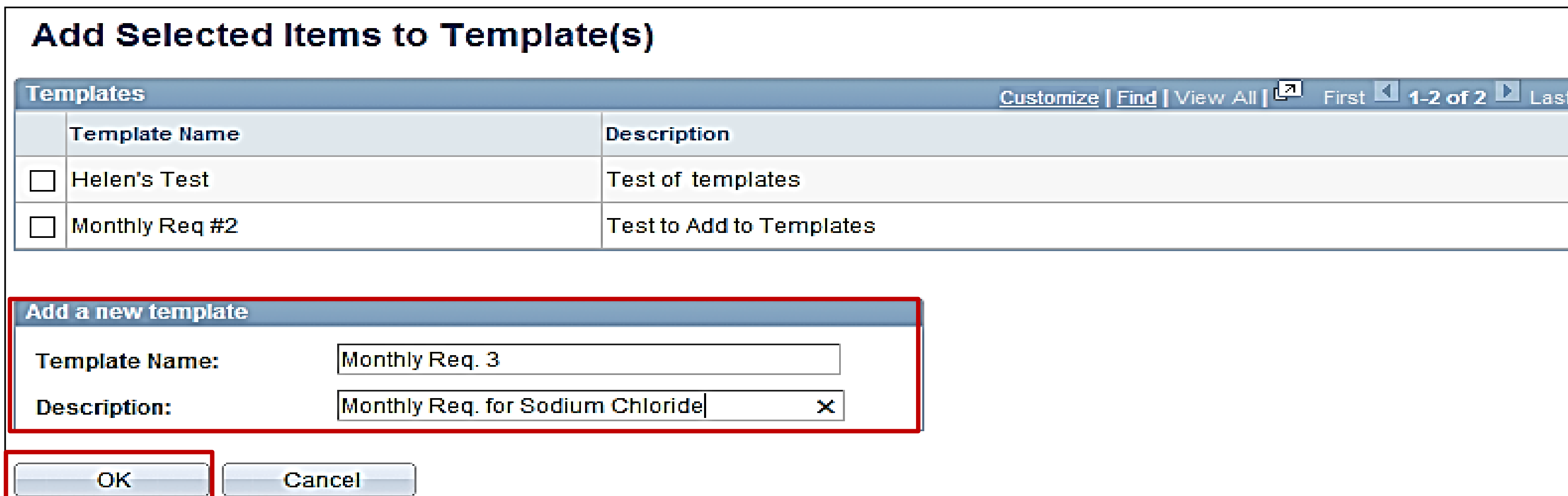
- Click the checkbox next to the line(s) you want to add to your template.
- Click on the **Add to Template(s)** button.

A template may contain one or more lines.



Create a Personal Template (continued)

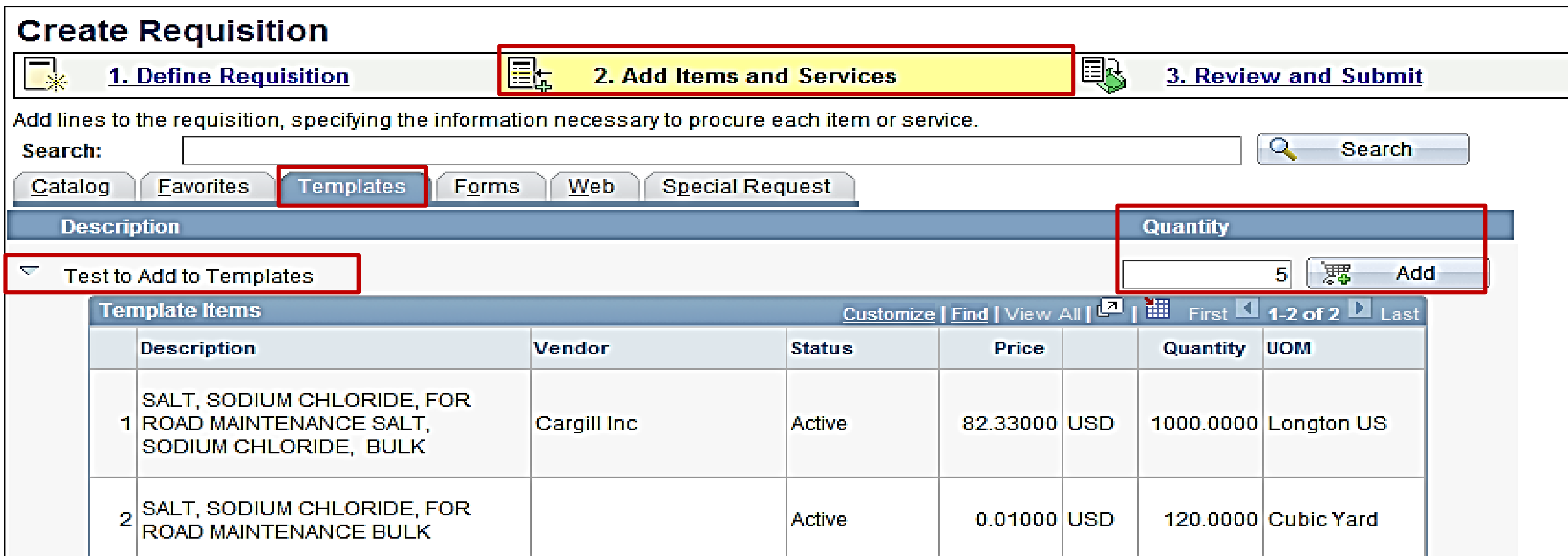
- The **Add Selected Items to Template(s)** page appears. Your previously saved templates also appear.
- In the **Add a new template** section name your new template so you can easily find it later.
- Enter a description.
- Click the **OK** button.



Use a Personal Template

Your template is now saved. When you create a new requisition, you can use this template from the **Add Items and Services** page. Click on the **Templates** tab and add the items in your template to your shopping cart by entering a quantity and clicking the **Add** button.

Click on the **Review and Submit** tab to confirm requisition and submit for approval.



Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [ ] Search

Catalog | Favorites | Templates | Forms | Web | Special Request

Description | Quantity

Test to Add to Templates | 5 | Add

Template Items — Customize | Find | View All | First 1-2 of 2 Last

	Description	Vendor	Status	Price		Quantity	UOM
1	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	Cargill Inc	Active	82.33000	USD	1000.0000	Longton US
2	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE BULK		Active	0.01000	USD	120.0000	Cubic Yard

Which feature allows you to add to requisition items that are not tied to a catalog?

- Special Feature
- eProcurement
- Special Items
- None of the above

The search catalog option allows you to locate an item by entering the Description, Manufacturer, Manufacturer ID, Vendor, Vendor ID number, and/or Item ID number.

- True
- False

Which features can you use when you buy the same group of items frequently?

- Favorites
- Personal templates
- None of the above

Lesson 3: Summary

In this lesson, you learned how to:

- Create an eProcurement requisition
- Create and use eProcurement personal templates

Lesson 4: Maintaining a Requisition

This lesson covers the following topics:

- Maintaining a Requisition in the Purchasing module
- Maintaining a Requisition in the eProcurement module

Requisitions can be maintained in either the eProcurement or Purchasing module, regardless of which module was used to create the requisition. In both modules you can access, update, review, check the status of, or view documents associated to a requisition.

The options available in the Purchasing and eProcurement modules when maintaining a requisition are generally the same. They use different menus and views, and are presented differently on the screen.

You can edit or cancel a requisition as long as it has not already been sourced to a purchase order or a sourcing event.

You can make changes even if the requisition has been approved. However, increasing the price or quantity may trigger the requisition approval workflow.

Maintaining a Requisition in the Purchasing Module

Purchasing Module

There are two pages from which you can view a requisition in the Purchasing module:

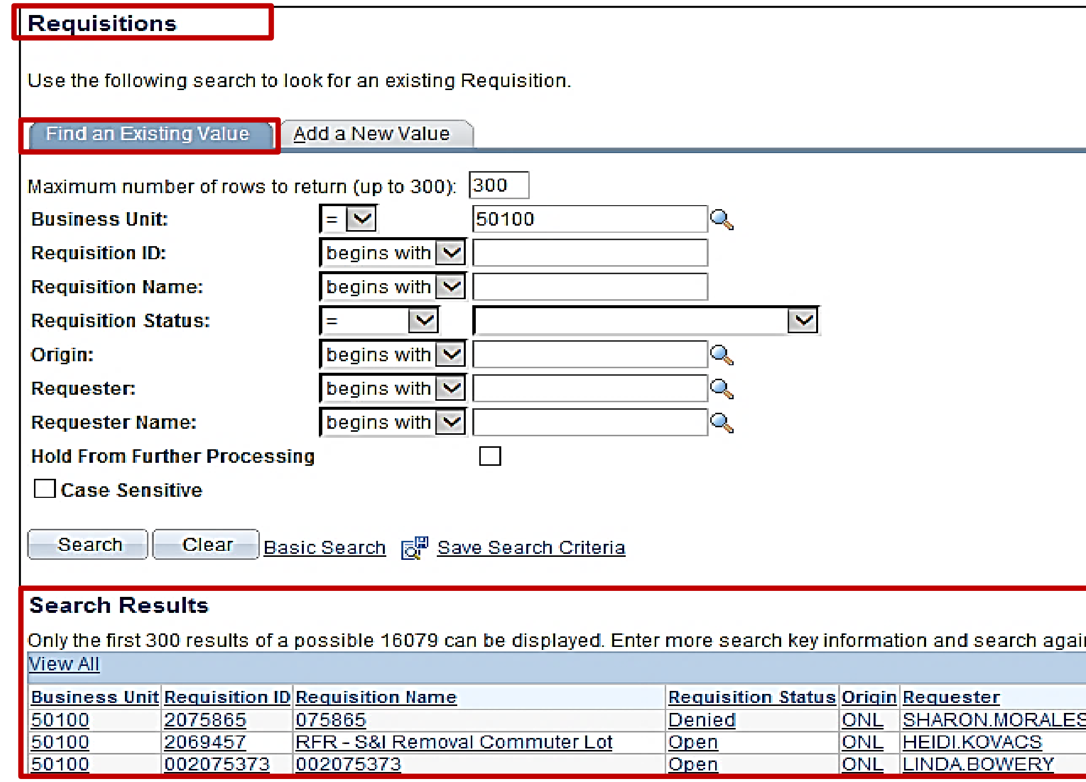
- **Maintain Requisitions** page
- **Requisitions** page (view only)

Maintain Requisitions Page

From this page, you can access, edit, cancel, and change a requisition.

Navigate using the following path:

Main Menu > Purchasing > Requisitions > Add / Update Requisitions


Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 50100

Requisition ID: begins with

Requisition Name: begins with

Requisition Status: =

Origin: begins with

Requester: begins with

Requester Name: begins with

Hold From Further Processing

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results of a possible 16079 can be displayed. Enter more search key information and search again

View All

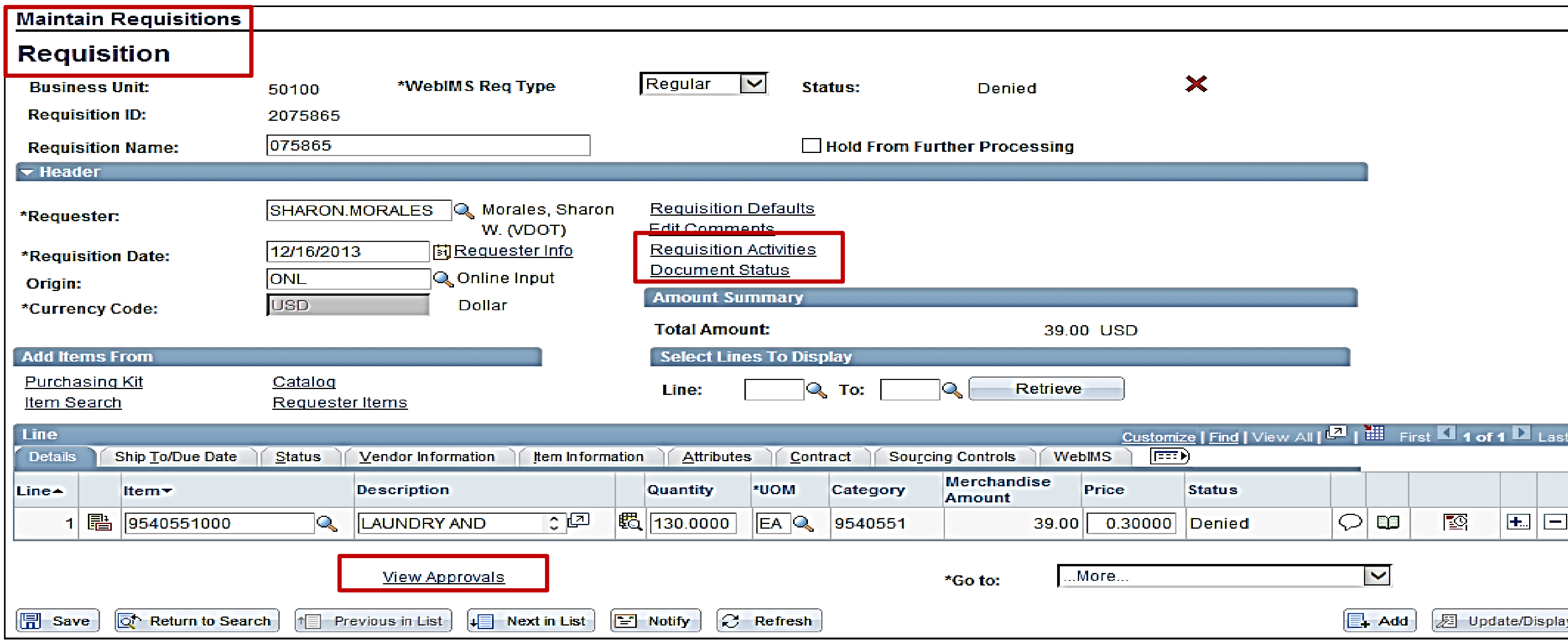
Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester
50100	2075865	075865	Denied	ONL	SHARON.MORALES
50100	2069457	RFR - S&I Removal Commuter Lot	Open	ONL	HEIDI.KOVACS
50100	002075373	002075373	Open	ONL	LINDA.BOWERY

Using the **Find an Existing Value** tab search for the requisition you would like to maintain. Click on the desired requisition hyperlink.

Some of the viewable features include the **Document Status** and **View Approvals**.

Maintain Requisitions Page continued

Some of the viewable features include the **Document Status** and **View Approvals**. Click on the hyperlinks to view more details.



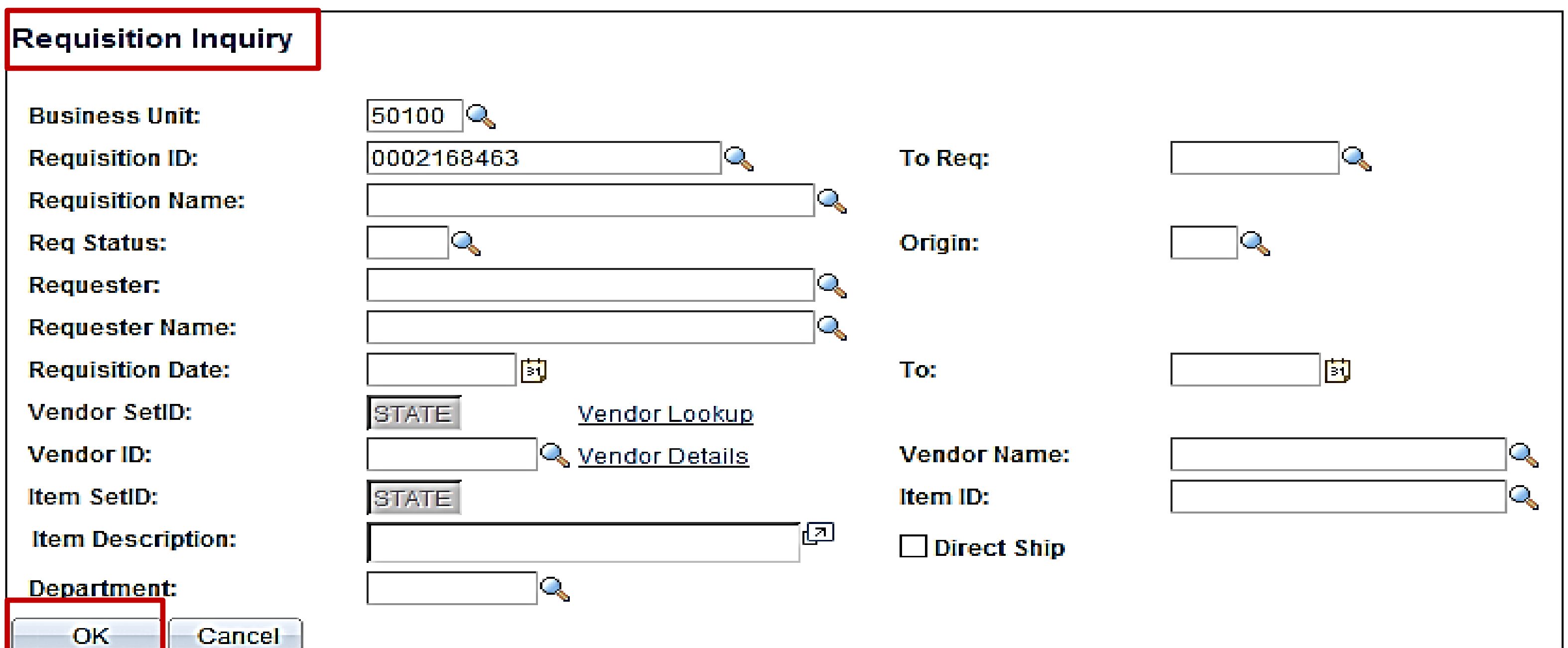
Maintaining a Requisition in the Purchasing Module (continued)

Requisitions Page

A requisition that does not need modifications, could be viewed using the **Review Requisition Information** page. This is a view only page. Navigate to this page using the following path:

Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

On the **Requisition Inquiry** page enter your search criteria and click **OK**.

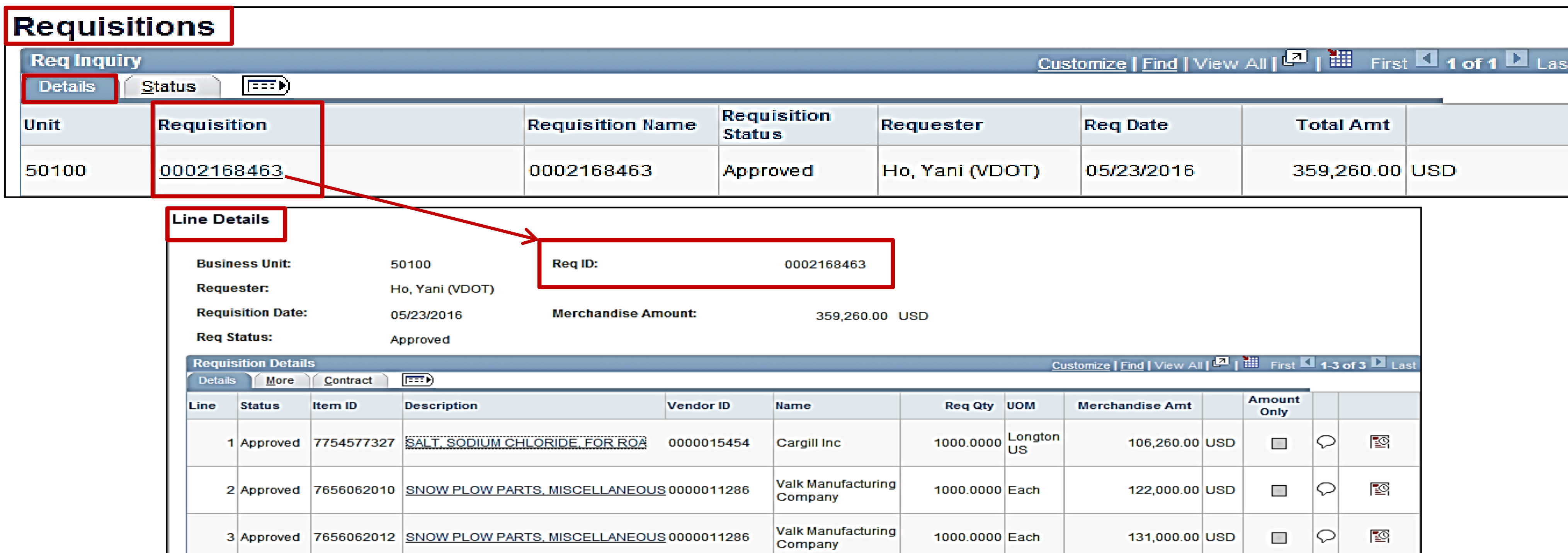


Maintaining a Requisition in the Purchasing Module (continued)

Requisitions Page continued

The **Details** tab displays the **Requisition** ID, **Requisition Name**, **Requisition Status**, **Requester**, **Req Date** and **Total Amt**.

Click on the **Requisition** hyperlink to view **Line Details** for the requisition. Click **Return** to go back to the **Requisitions** page.

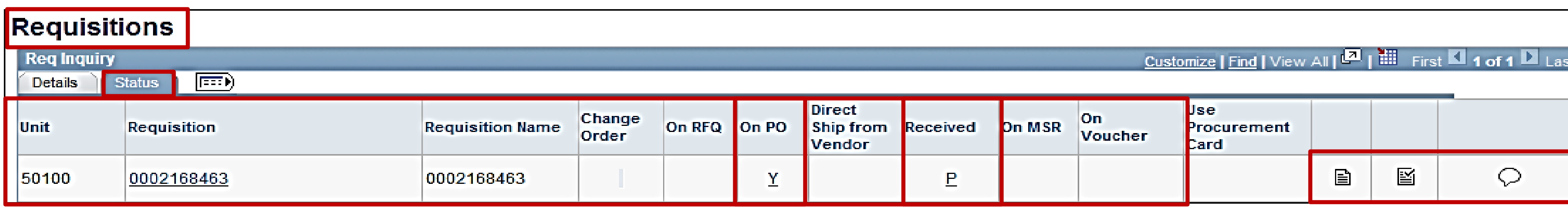


Maintaining a Requisition in the Purchasing Module (continued)

From the **Requisitions** page click the **Status** tab to display the current, or completed path, of the requisition you are viewing. This tab contains hyperlinks to associated POs, Receipts and Vouchers, as well as, icon hyperlinks to the **Document Status**, **Approval Status** and **Comments**.

In this example, clicking on the hyperlink for **On PO** will take you to the **Requisition to Purchase Order List** which will have additional hyperlinks to the POs.   Clicking on the hyperlink for **Received** will take you to the **Requisition Receipts List** which will have additional hyperlinks to the receipts.

In the example below the requisition went to PO and has been received, but not yet vouchered.



Unit	Requisition	Requisition Name	Change Order	On RFQ	On PO	Direct Ship from Vendor	Received	On MSR	On Voucher	Use Procurement Card			
50100	0002168463	0002168463			Y		P						

Maintaining a Requisition in the eProcurement Module

You can also manage a requisition using the eProcurement module from the **Manage Requisitions** page. From this page, you can cancel, copy, edit, pre-check, and view a printable version of the requisition.

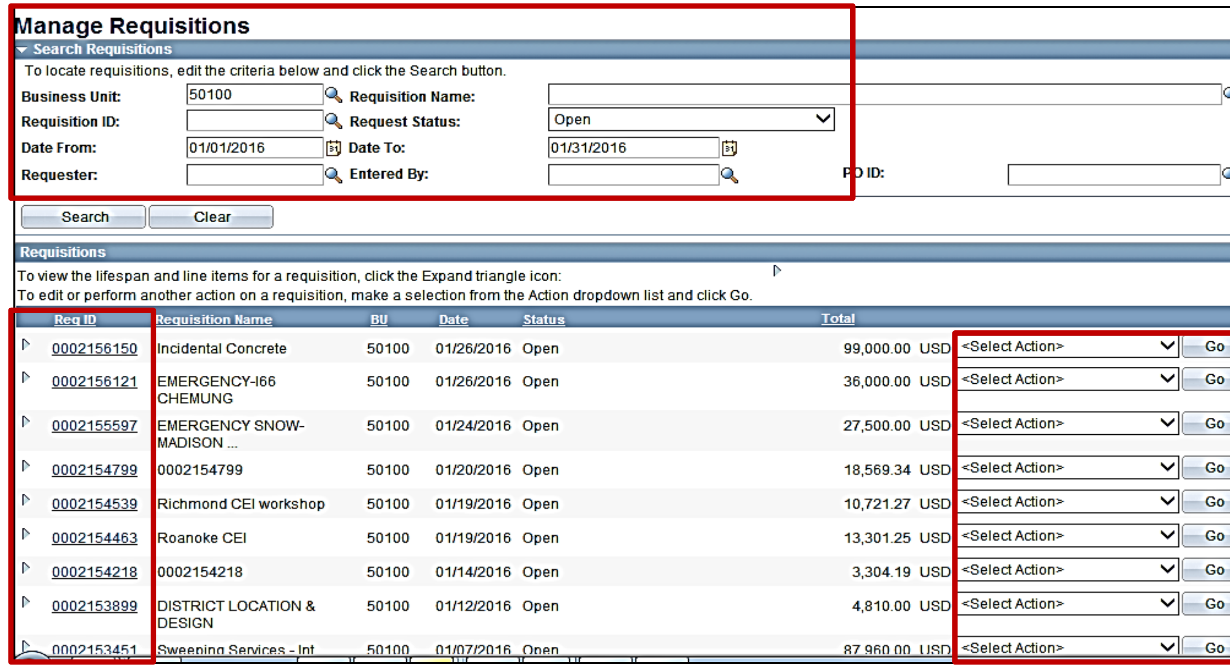
Navigate to the **Manage Requisitions** page using the following path:

Main Menu > eProcurement > Manage Requisitions

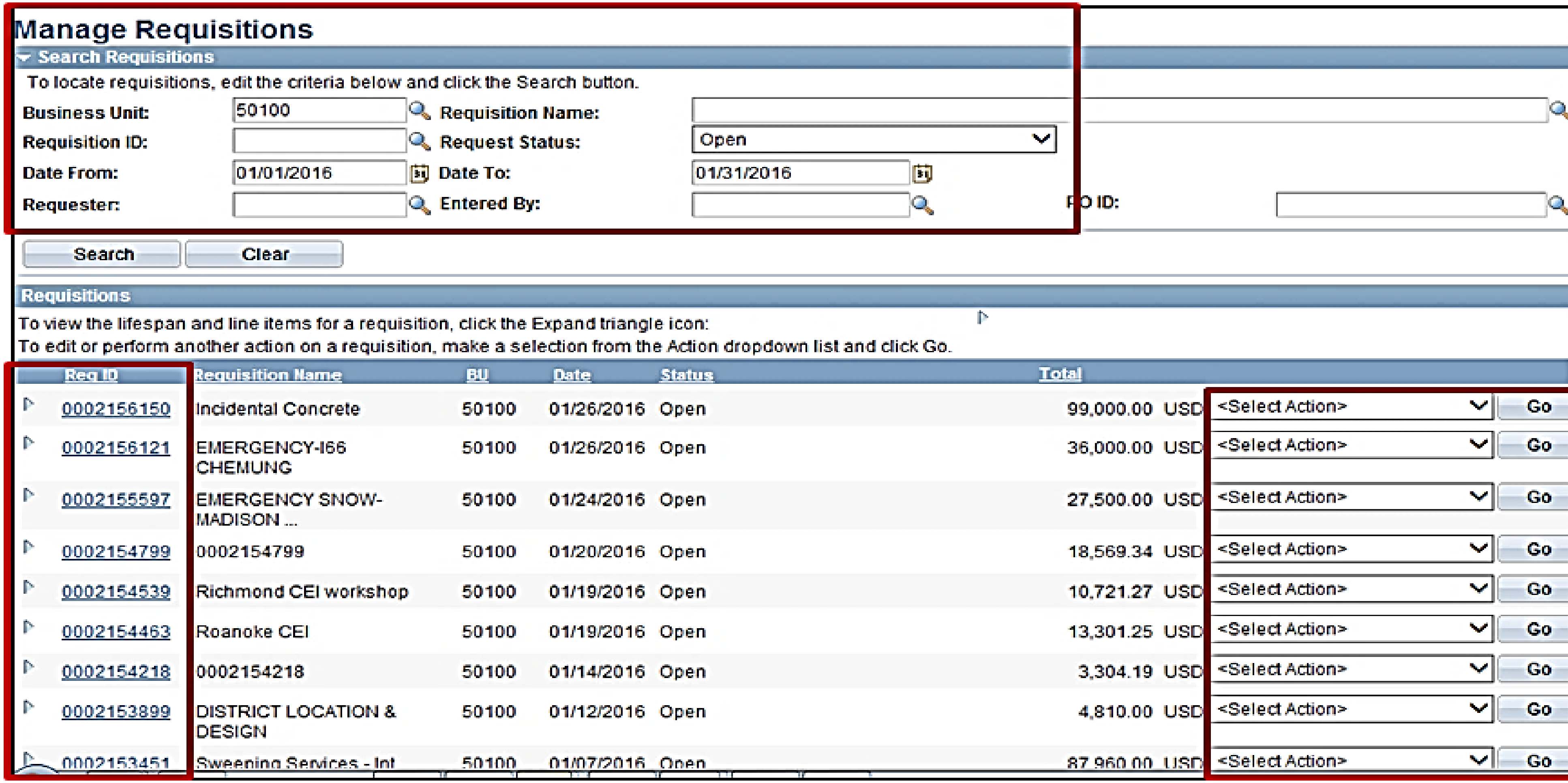
Search for the requisition you would like to maintain.

To view more details about a requisition click on the expand triangle icon to the right of the **Req Id**.

To cancel, copy, edit or view a requisition, make the action selection from the dropdown list and click **Go**.

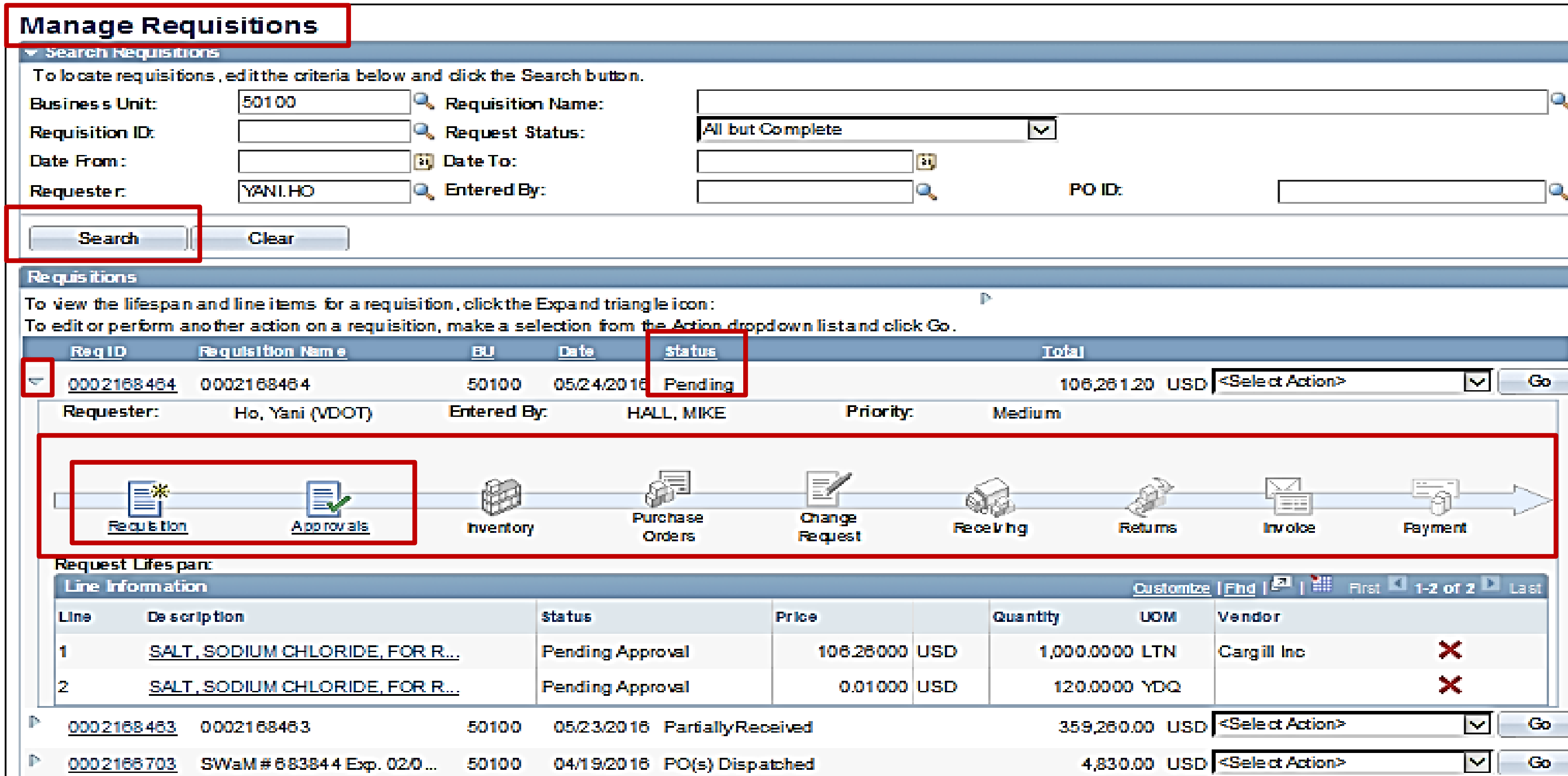


Maintaining a Requisition in the eProcurement Module (continued)



Maintaining a Requisition in the eProcurement Module (continued)

When you expand a line you are provided with a pictorial representation of the requisition lifespan and its status. Each active (blue) icon will hyperlink you to the document associated to the requisition (purchase order, receipt, etc.). Click on an active icon, to view the details.



Maintaining a Requisition in the eProcurement Module (continued)

Clicking on the **Requisition** icon in the lifespan opens the **Requisition Details** page. If you need to edit the requisition, click the **Edit Requisition** button. The requisition will open in the module it was created in, eProcurement or Purchasing.

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
0002168464	0002168464	50100	05/24/2016	Pending	106,261.20

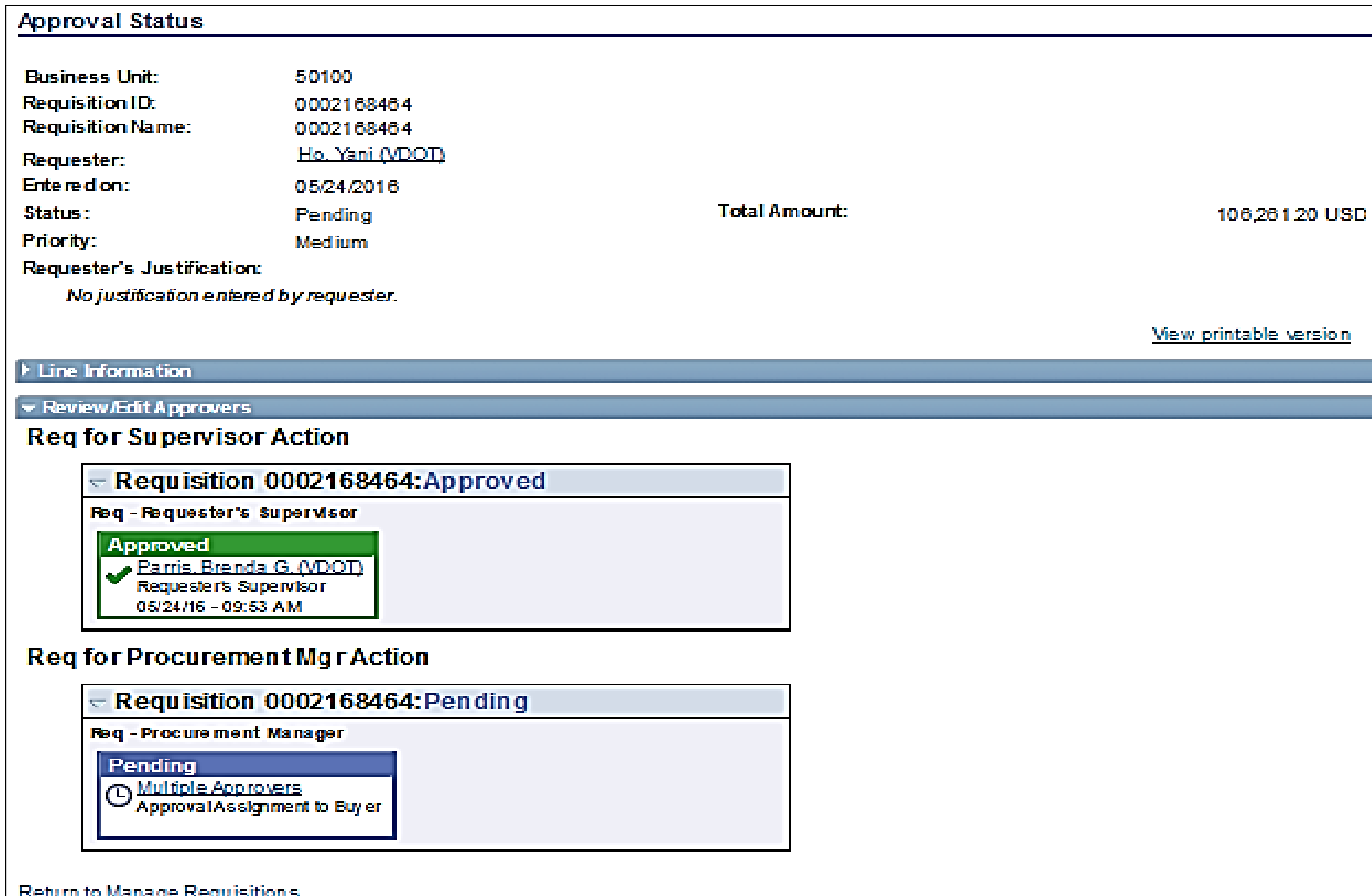
Line	Item Description	Source Status	Amount Only	Qty		Price		Status	Total
1	SALT, SODIUM CHLORIDE, FOR R...	Not Source	N	1,000.0000	Longton US	106.26000	USD	Pending	106,260.00
2	SALT, SODIUM CHLORIDE, FOR R...	Not Source	N	120.0000	Cubic Yard	0.01000	USD	Pending	1.20

Edit Requisition

Return to Manage Requisitions   Requisition Schedule and Distribution

Maintaining a Requisition in the eProcurement Module (continued)

If active, click on the **Approvals** icon in the lifespan to view the status of the approvals for the selected requisition.



Approval Status

Business Unit: 50100
Requisition ID: 0002168464
Requisition Name: 0002168464
Requester: Ho, Yani (VDOT)
Entered on: 05/24/2016
Status: Pending
Total Amount: 106,261.20 USD
Priority: Medium
Requester's Justification:
No justification entered by requester.

View printable version

Line Information

Review/Edit Approvers

Req for Supervisor Action

Requisition 0002168464:Approved

Req - Requester's Supervisor

Approved
Parris, Brenda G. (VDOT)
Requesters Supervisor
05/24/16 - 09:53 AM

Req for Procurement Mgr Action

Requisition 0002168464:Pending

Req - Procurement Manager

Pending
Multiple Approvers
Approval Assignment to Buyer

Return to Manage Requisitions

Requisitions can be maintained in either the eProcurement module or the Purchasing module, regardless of which module was used to create the requisition.

- True
- False

You cannot cancel a requisition after the requisition has been approved.

- True
- False

Lesson 4: Summary

In this lesson, you learned how to:

- Maintain a requisition using the Purchasing module
- Maintain a requisition using the eProcurement module

Lesson 5: Reports and Online Inquiries

This lesson covers the following topics:

- Reports
- Online Inquiries

Reports

There are several requisition reports available including:

- Print Requisitions Report
- Purchase Order / Requisition Cross Reference Report

Additional reports can be found in the Reports Catalog located on the Cardinal website in the VDOT Toolbox.

Print Requisitions

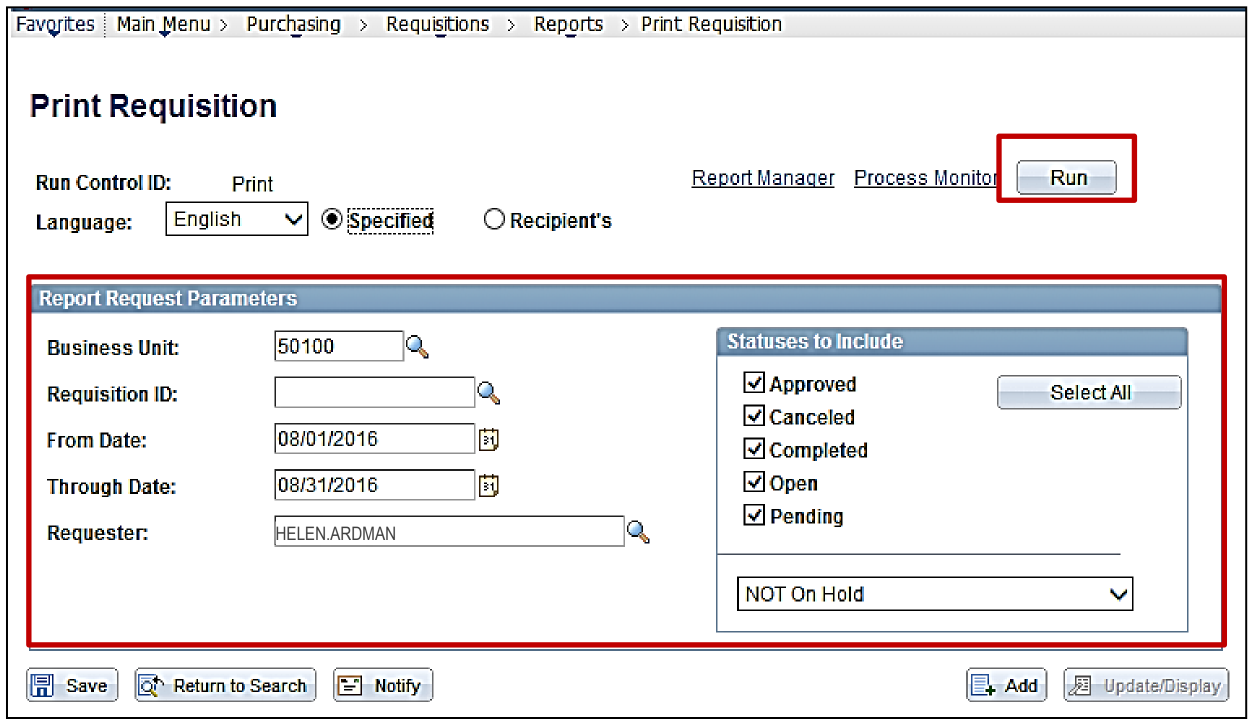
The **Print Requisition** report displays the requisition(s) based on the selected **Statuses to Include** values of **Approved**, **Cancelled**, **Completed**, **Open**, and/or **Pending**.

You can navigate to the report using the following path:

Main Menu > Purchasing > Requisitions > Reports > Print Requisition

Create or use an existing **Run Control ID** and then enter the report parameters.

For additional details on creating and using existing **Run Control ID**s, as well as report navigation, please see the course titled **SW NAV220 Cardinal Reporting**.



Print Requisitions (continued)

Requisition

Business Unit:	50100	APPROVED
Req ID: 0002177436	Date 08/25/2016	Page 1
Requisition Name: 0002177436		
Requester Helen Ardman	(VDOT)	Currency USD
Requester Signature		

Ship To: VDOT Highpoint Area Hdqts
Rt 609, 1 Mile West Rt 58
Castlewood VA 24224

Line-Schd	Item	Description	Mfg ID	Quantity	UOM	Price	Extended Amt	Due Date
1-1	7503548485	STONE, CRUSHED GRADE 26		2,000.0000	LTN	8.50	17,000.00	

Buyer: Fields, Patricia (VDOT)
Vendor: 0000051715 Rogers Group Incorporated
Attn: Fields, Patricia (VDOT)

Contract ID: 000000000000000000044725 Version: 1 Contract Line: 3 Category Line: 0

Line Total: 17,000.00

Total Requisition Amount: 17,000.00

Contract Requisition restock requested by Jeffrey Campbell
to be stock at Highpoint Parsonage. Contract # 44725 Exp 4/30/17
Line 3

Purchase Order / Requisition Cross Reference

The **PO / Requisition Xref** report allows you to print requisitions tied to a purchase order. The **Business Unit** field must be entered. If you leave the **From Date** and **Through Date** fields blank, all requisitions are included.

You can navigate to the **PO / Requisition Xref** Report using the following path:

Main Menu > Purchasing > Requisitions > Reports > PO / Requisition Xref

ORACLE

Report ID: POY1100
User ID: PPS_MIKE.HALL
Run Control: PRINT_PO

PeopleSoft Purchasing
REQUISITION TO PO XREF REPORT

Req Dates Included: 9/3/2012 Thru: 9/7/2012
Business Unit: 50100

Requisition ID	Lin/Sch/Dst	Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID
0002028709	1 1 1	9/4/2012	5500416690	REFLECTORIZED GLASS BEADS, BAG	40,000.00	LBR	0001039244	000000000000031554
Requisition Name: 0002028709								
0002028722	1 1 1	9/4/2012	6453330113	PAPER, COPY, FOR USE IN HIGH SPEED XEROX COPIERS 8 1/2 IN. X 11 IN. RECYCLED MULTI-USE WHITE PAPER	40.00	EA	0001039461	
Requisition Name: 0002028722								
0002028736	1 1 1	9/4/2012	7503001000	CONCRETE, PRECAST CONCRETE, PRECAST	32.00	EA	0001039748	
Requisition Name: 0002028736								

Purchase Order / Requisition Cross Reference (continued)

ORACLE

Report ID:	POY1100	PeopleSoft Purchasing		Page No.	1
User ID:	PPS_MIKE.HALL	REQUISITION TO PO XREF REPORT		Run Date	10/11/2012
Run Control:	PRINT_PO			Run Time	12:51:43PM

Req Dates Included: 9/3/2012 **Thru:** 9/7/2012

Business Unit: 50100

Requisition ID	Lin/Sch/Dst	Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID	Rel	Ship Date	Lin/Sch/Dst	Quantity	CUR	Price
0002028709	1 1 1	9/4/2012	5500416690	REFLECTORIZED GLASS BEADS, BAG	40,000.00	LBR	0001039244	000000000000031554	34	9/4/2012	1 1 1	40,000.00	USD	0.29
Requisition Name: 0002028709														
0002028722	1 1 1	9/4/2012	6453330113	PAPER, COPY, FOR USE IN HIGH SPEED XEROX COPIERS 8 1/2 IN. X 11 IN. RECYCLED MULTI-USE WHITE PAPER	40.00	EA	0001039461			9/5/2012	1 1 1	40.00	USD	28.03
Requisition Name: 0002028722								Attention To :						
0002028736	1 1 1	9/4/2012	7503001000	CONCRETE, PRECAST CONCRETE, PRECAST	32.00	EA	0001039748			9/6/2012	1 1 1	32.00	USD	85.00
Requisition Name: 0002028736								Attention To :						
	2 1 1	9/4/2012	7503001000	CONCRETE, PRECAST CONCRETE, PRECAST	1.00	EA	0001039748			9/6/2012	2 1 1	1.00	USD	425.00
Requisition Name: 0002028736								Attention To :						
	3 1 1	9/4/2012	7503001000	CONCRETE, PRECAST CONCRETE, PRECAST	30.00	EA	0001039748			9/6/2012	3 1 1	30.00	USD	8.85
Requisition Name: 0002028736								Attention To :						
0002028740	1 1 1	9/4/2012	9393701000	ELECTRONIC EQUIPMENT MAINT. AND REPAIR ELECTRONIC EQUIPMENT MAINT. AND REPAIR	3.00	HUR	0001039464			9/5/2012	1 1 1	3.00	USD	450.00
Requisition Name: 0002028740								Attention To :						
	2 1 1	9/4/2012	9393701000	ELECTRONIC EQUIPMENT MAINT. AND REPAIR ELECTRONIC EQUIPMENT MAINT. AND REPAIR	4.00	HUR	0001039464			9/5/2012	2 1 1	4.00	USD	450.00
Requisition Name: 0002028740								Attention To :						
	3 1 1	9/4/2012	9628601000	TRANSPORTATION OF GOODS (FREIGHT) TRANSPORTATION OF GOODS (FREIGHT)	1.00	EA	0001039464			9/5/2012	3 1 1	1.00	USD	50.00
Requisition Name: 0002028740								Attention To :						
0002028751	1 1 1	9/4/2012	3507065000	FLAGS, STATE, NYLON FLAGS, STATE, NYLON	15.00	EA	0001039942			9/7/2012	1 1 1	15.00	USD	55.34
Requisition Name: 0002028751								Attention To :						

Online Inquiries

There are numerous requisition online inquiries available. Key requisition online inquiries include:

- Requisition Inquiry
- Document Status

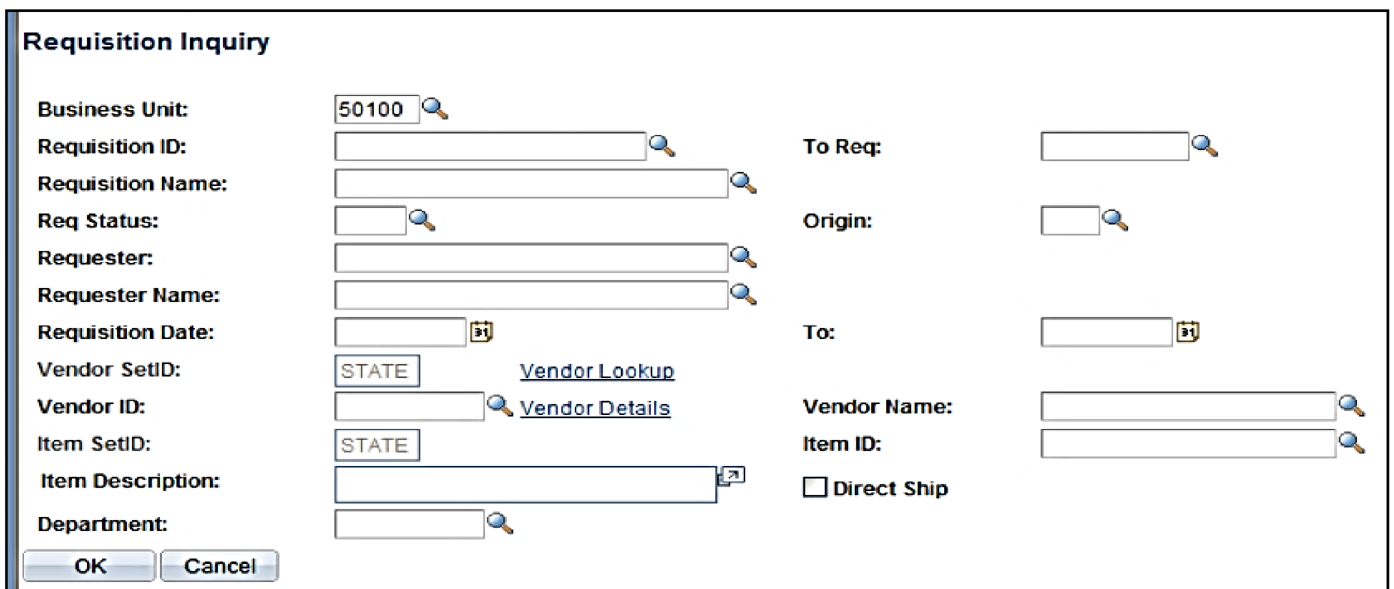
Requisition Inquiry

You can research the history of a requisition by using the **Requisition Inquiry** page. Depending on the status of the requisition, you can drill down nearly to all the information you need relating to a specific requisition.

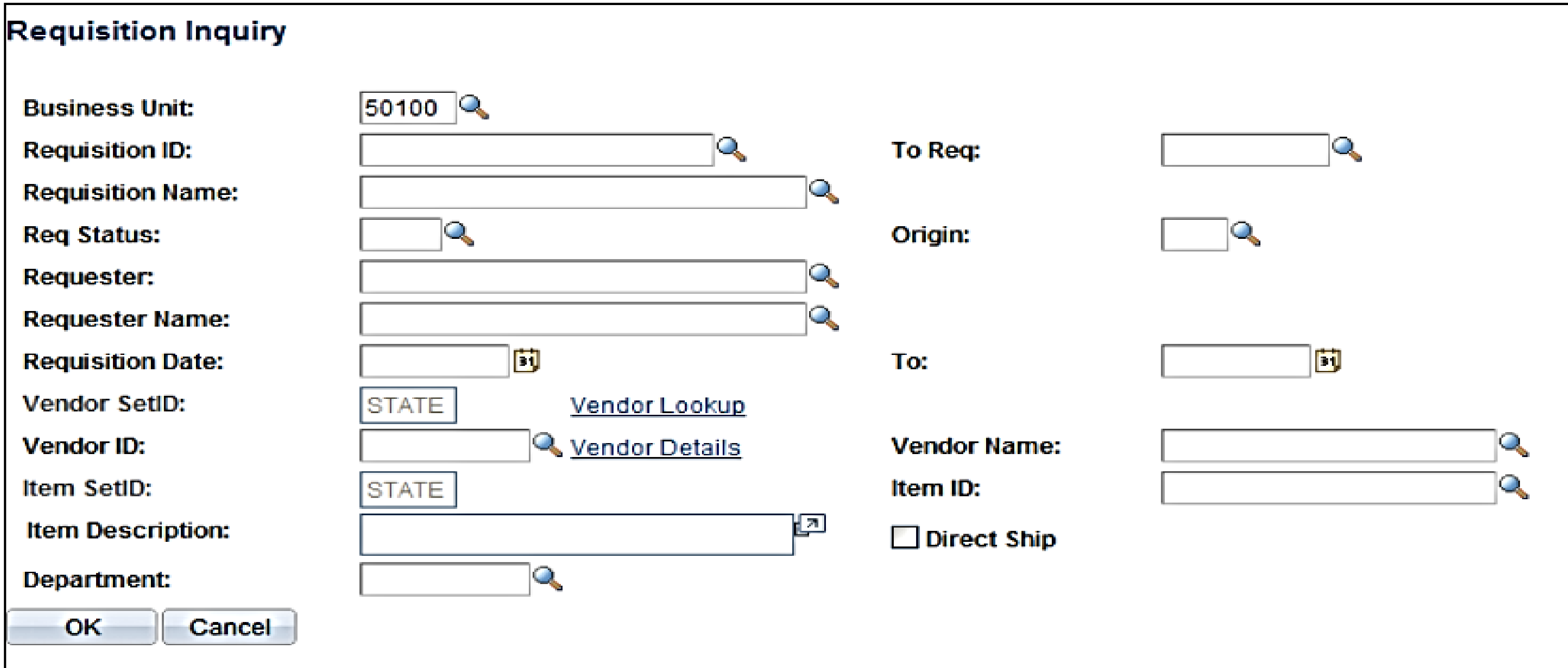
You can navigate to the **Requisition Inquiry** page using the following path:

Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

You may also use the following path to view the history: **Main Menu > eProcurement > Manage Requisitions**



Requisition Inquiry (continued)



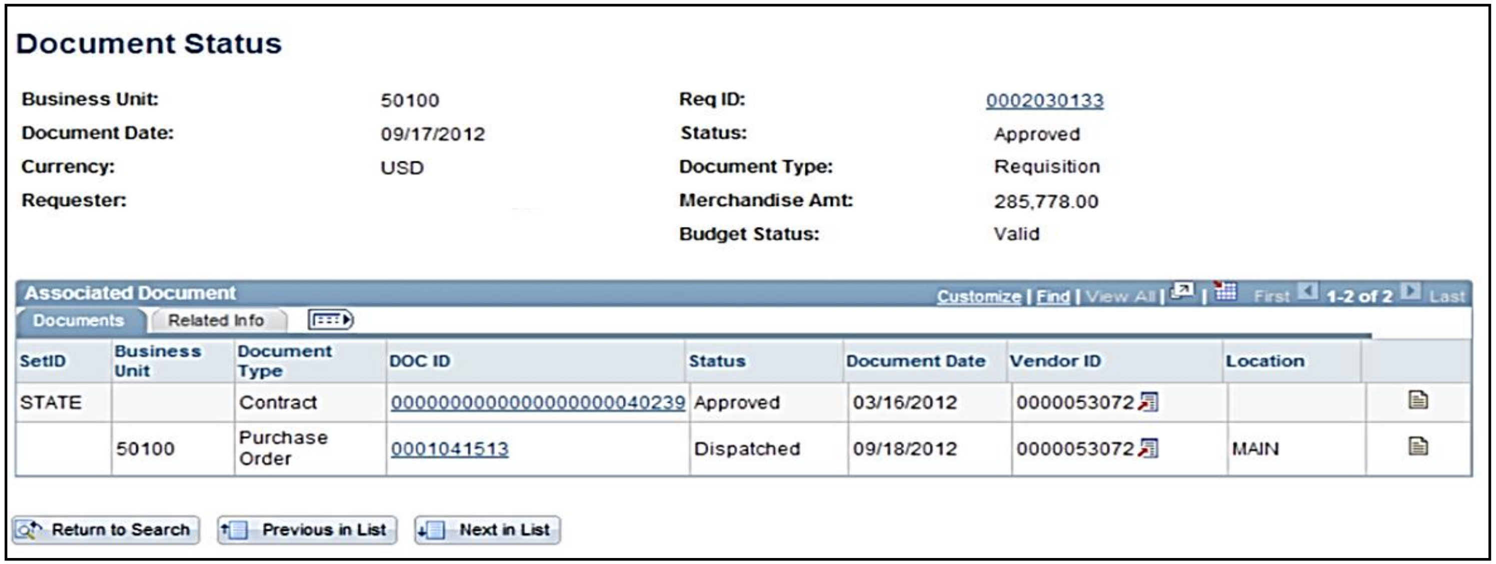
Document Status

The **Document Status** page allows you to view documents that are tied to the requisition including contracts, events, purchase orders, receipts, and vouchers.

In the Purchasing module, a hyperlink on the **Requisition** page allows you to view the Document Status.

You can also navigate to the **Document Status** page using the following path:

Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status.



Document Status

Business Unit: 50100
Document Date: 09/17/2012
Currency: USD
Requester:
Req ID: 0002030133
Status: Approved
Document Type: Requisition
Merchandise Amt: 285,778.00
Budget Status: Valid

Associated Document — Customize | Find | View All | First 1-2 of 2 Last

Documents | Related Info

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
STATE		Contract	0000000000000000000040239	Approved	03/16/2012	0000053072		
	50100	Purchase Order	0001041513	Dispatched	09/18/2012	0000053072	MAIN	

Return to Search | Previous in List | Next in List

Document Status (continued)

Document Status

Business Unit:	50100	**Req ID:**	0002030133
Document Date:	09/17/2012	**Status:**	Approved
Currency:	USD	**Document Type:**	Requisition
Requester:		**Merchandise Amt:**	285,778.00
		Budget Status:	Valid

Associated Document Customize | Find | View All | First 1-2 of 2 Last

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SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
STATE		Contract	00000000000000000000040239	Approved	03/16/2012	0000053072		
	50100	Purchase Order	0001041513	Dispatched	09/18/2012	0000053072	MAIN	

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Lesson 5: Summary

In this lesson, you learned how to:

- Describe the key requisition reports available.
- Describe the key requisition online inquiries available.

Lesson 6: Processing Requisitions Hands-On Practice

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.

Course Summary

In this course, you learned how to:

- Describe requisition concepts, processes, integration and interfaces.
- Create and submit a requisition in the Purchasing and the eProcurement modules.
- Maintain a requisition in the Purchasing and the eProcurement modules.
- Explain and describe key reports and online inquires used with processing requisitions

Course Evaluation

Congratulations! You successfully completed the **501 PR342: Processing Requisitions** course. Please use the evaluation link to assess this course.

Click here to access the survey

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **'X'** button in the upper right corner.

Appendix

- Key Terms
- Flowchart Key

Key Terms

Accounting Distribution: ChartField string that defines how a transaction is charged (i.e., which fund, program department, account, etc.).

Buyer: A Buyer is an Individual authorized to create a purchase order.

eProcurement module: The eProcurement module provides a web-based solution, similar to a shopping cart experience, for the activities associated with requesting goods and services.

Favorite Item: Favorites are items frequently ordered that a user can maintain in a single location. Cardinal automatically builds this list showing the last date the item was requested and the number of times the item has been requested. You can manually add to this list of frequently ordered (favorite) items and use the list to add items to a requisition without searching the item catalog.

General Ledger: The module that contains all the accounts (e.g., Budget, Actuals, Modified Accrual, Full Accrual and Cash) used to track accounting transactions. The General Ledger serves as the basis for the preparation of financial statements.

Item: An item represents the goods or services provided by vendors. There is a unique identifier for each item. Items are important for analyzing the total purchase and facilitate the negotiation of a contract with a vendor and Strategic Sourcing activities.

Item Category: Groups of similar items. Cardinal allows for the definition of item categories, which can greatly reduce the repetitive tasks associated with service and material purchases.

Procurement : Procurement is the principles, standards, and guidelines related to public purchasing.

Key Terms (continued)

Project: A project is a structure used to track costs, generally over an extended period of time. It generally has a finite beginning and end. Typically it requires both fiscal year and life to date budget and actual reporting (e.g., Upgrade signal at Harry Byrd Hwy & Sterling Blvd is **0000094859**).

Purchase Order: A purchase order is a commitment from an agency to a vendor to purchase goods or services from that vendor. It lists purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions, and is part of the contractual nature of the purchase order.

Purchasing Module: The Purchasing Module facilitates the buying of goods and services and the processing of requisitions. Purchasing is the actual transaction between an agency and a vendor.

Req Sourced from Contract: This step identifies whether a contract has already been established with the vendor.

Requisition: A requisition is the request for items or services. A requisition is an online form that you use to request goods or services. Requisitions can be created from the eProcurement or Purchasing module.

Schedule: The schedule defines when and where you want the line items delivered. Schedule is under the **Ship To / Due Date** tab in the **Line** section of the requisition. The schedule includes the **Due Date**, the **Ship Date**, and the **Ship To** location for the goods. One schedule can include many lines (individual items each with its own description and price).

Sourcing: Sourcing is the process of creating purchase orders from requisitions.

Key Terms (continued)

SpeedChart: A shorthand key that automatically populates some ChartFields in one or more accounting distributions.

Storekeeper: The person(s) responsible for handling orders placed via Cardinal and being filled by WebIMS. The District Storekeeper orders, receives, and issues WebIMS stock.

Strategic Sourcing : Strategic sourcing refers to the process of determining the best suppliers for needed goods and/or services, and the conditions under which you award them your business. The Strategic Sourcing module allows end users to create and/or award bids, proposals, purchase orders, and contracts in Cardinal.

Submit Requisition for Approval: When the requisition has all the required item lines and additional data entered, the Requisitioner submits the requisition for approval.

Template: A template provides a quick way to create a requisition using previous requisition information.

Vendor: Any person or other entity that provides goods and/or services, or receives refunds, including suppliers, federal, state or local government entities, and other fiscal payees. All procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (also called Fiscal Payees) will be created directly in Cardinal. Employees are not vendors for their own agencies..

WebIMS: WebIMS is a custom order fulfillment solution used specifically to order goods such as safety gear, salt or sand for snow treatment, etc. When this type of good is ordered, Cardinal interfaces with WebIMS to fulfill that order.

Flowchart Key

Flowchart Key

Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process step that is performed manually.	Document	Depicts a document of any kind, either electronic or had copy.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Entity Name	Represents an entitly (person, organization, etc.).	Step/ Process	Connects steps between business processes.